



COUNCIL REPORT

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Meeting Date: November 27, 2024
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TO: Standing Committee on Policy and Strategic Priorities

FROM: General Manager of Development, Buildings and Licensing; and
General Manager of Planning, Urban Design and Sustainability

SUBJECT: 2025 Fee Increases for Rezoning, Development, Building, and other
Related Permits

Recommendations

- A. THAT Council approve, in principle, the adjustment of fees for rezoning, development, building and other related matters to take effect on January 1, 2025, generally in accordance with Appendix A.
- B. THAT the Director of Legal Services be instructed to bring forward for enactment the necessary amendments to the Building By-law, Electrical By-law, Gas Fitting By-law, Miscellaneous Fees By-law, Noise Control By-law, Protection of Trees By-law, Secondary Suite Inspection By-law, Sign Fee By-law, Green Demolition By-law, Subdivision By-law; and Zoning and Development Fee By-law, generally in accordance with Appendix A, to be effective January 1, 2025.

Purpose and Executive Summary

This report recommends adjustments to the fees charged by the City for rezoning applications, development permits, building permits, and other related services for 2025. The recommended fee adjustments are reflected in the draft 2025 Operating Budget that will be presented for Council consideration on December 3, 2024.

Consistent with Council policy, fees for permitting services are set with the aim of recovering all direct and indirect costs incurred in program administration.

Given increasing costs of labour and other program expenditures, the base cost of administering the permitting program is expected to increase by 6% in 2025, excluding impacts from additional resources or cost reallocations. However, this inflationary pressure is offset by efficiencies that have been realized within the permitting program. Pursuant to Council direction,

the City is undertaking a fundamental transformation of permitting services to simplify and expedite reviews. Improvements achieved to date include simplification of land use regulations and significant reduction in turnaround times for simple renovation and low-density housing permits. The City is also implementing a range of applications to digitize the permit process, beginning with low-density housing, which will further enhance efficiency for both applicants and staff.

While productivity gains from these improvements are primarily reinvested to improve service levels, there is an opportunity to partially offset inflation-related costs for 2025 and achieve cost recovery without increasing fees to the full extent of the 6% inflationary pressure. Continued process simplification and digitization are expected to further reduce per-transaction costs and moderate future fee increases.

Key 2025 recommendations to balance the program budget are detailed in this report:

- A 3% fee increase to address cost escalation not offset by program efficiencies.
- 7 new FTEs to support anticipated rezoning volume increases, funded through the associated revenue growth.
- A \$1.5M temporary draw from the permitting revenue stabilization reserve.

Staff are continuing to review the impact of service efficiencies and program costs. Over the course of the coming year, there may be opportunities to implement targeted fee reductions, particularly for services such as sprinkler permits, where automation has significantly lowered transaction costs. Such opportunities would form the basis of separate recommendations to Council.

Staff have also recommended other changes to the fee by-law to improve clarity or right-size fees to align with application complexity.

If approved by Council, Legal Services will draft amendments to the various by-laws and bring them forward for enactment, generally in accordance with the attached schedules in Appendix A, to be effective on January 1, 2025.

Council Authority/Previous Decisions

On [Oct 3, 2023](#) Council approved fee increases to address a program deficit as highlighted by the Office of the Auditor General

On [June 13, 2023](#) Council adopted a 3-3-3-1 Permit Approval Framework to help eliminate the City's housing construction backlog, increase the supply of market, non-market, and supportive housing, with permit approval time targets.

City Manager's Comments

The City Manager recommends approval of the foregoing.

Context and Background

The development and building permitting program encompasses a range of services that support applicants to develop property in a manner consistent with application City bylaws.

Council policy requires that any fees or other charges be set based to recover the direct and indirect costs of administering the permitting program.

Fees are collected when applications are submitted, but the corresponding revenue is only recognized after permits are issued and construction projects are inspected by the City. To balance the annual budget, the costs incurred in processing the permits are funded from reserves until the revenue is fully recognized on completion of the permit processing cycle.

Staff assess cost recovery over a 6-year period, which allows sufficient time for the impact of current fee increases to impact program financials and ensures that short-term fluctuations in revenues and costs due to timing do not impact fee rates. More detail on the approach to program cost recovery is presented in Appendix C of this report.

Shift to Digital Services

In line with Council's objective to transform the City's permitting and licensing processes, the City is advancing a user-centred, digital foundation for the design and delivery of permitting services. This program is advancing the essential components needed to modernize and redesign these services, with an initial focus on services related to low-density housing, along with business licensing improvements.

Other Process Improvements.

In addition to the digital transformation, staff are implementing a comprehensive set of initiatives to reduce the complexity of the City's regulatory framework, streamline permit requirements and speed up review times. Accomplishments to date include:

- With introduction of a fast track process for eligible sprinkler permits in January 2024, more than 90% of sprinkler permits are now issued within 24 hours of permit application.
- A risk-based approach to reviews on low density housing permits (i.e. single detached house, duplex, laneway) has reduced the scope of staff reviews by 64%.
- Reviews of combined development and building permit (DB) applications have been simplified through establishment of review time standards and reduction of review cycles related to utility connection upgrades and insurance requirements.
- 66% of permit conditions attached to complex development permits have been eliminated or substantially simplified.

Staff will continue to provide regular updates to Council regarding the outcomes of this work.

Discussion

Notwithstanding a 6% increase in the base cost of administering the permitting program, staff are recommending a moderated increase of 3% across all fee categories. This recommendation reflects the positive impact of program efficiencies described above.

Fee changes

Staff are also recommending changes to the Fee By-law which improve clarity or right size fees to align with application complexity.

Zoning and Development Fee By-law:

Section 4: Amendments are proposed to Section 4 of the Zoning and Development Fee By-law to clarify the interpretation of the timing of payments.

Schedule 2, Section 9 – Application Requiring Policy, Planning and Consultation Work:

Section 9 addresses additional fees for rezoning applications needing additional planning, such as site analysis, public engagement, and policy development to determine a preferred option for rezoning. These fees, initially set for complex projects requiring extensive planning and public engagement, are excessive in application to projects with limited scope and complexity and can therefore be a disincentive to undertaking this planning and engagement work.

To better calibrate fees proportional to the required work, staff recommend amending Section 9 to allow a 50% discount for projects where the full fee is not justified.

Schedule 2, Map 1: A revised map for the Downtown area is proposed to include the sites in False Creek North as they are considered to require the same level of processing as Downtown sites, this change will primarily affect the large development sites in the Northeast False Creek Plan area.

Miscellaneous Fees By-law, Schedule 1:

Section 4: Amendments are proposed to provide site disclosure statement fees (formerly site profile review), regulated under the Environmental Management Act.

Overall, the proposed fee changes will provide customers with more options and clarity in areas related to fees.

Financial Implications

General Revenue Stabilization Reserve

Staff have created a permitting stabilization reserve to address cyclical fluctuations and timing differences in revenue recognition within the permitting program. Staff recommend a temporary draw of \$1.5M from this reserve to balance the program budget in 2025. It is expected that the temporary draw will be repaid from program revenues in future years.

Legal Implications

Council is authorized to impose fees, by by-law, pursuant to a variety of sections of the Vancouver Charter, including sections 199.01, 565, 565A and 566.

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APPENDIX A:

Fee Changes

Zoning and Development Fee By-law -
 Schedule 1 - Development Permits
 Schedule 2 - Zoning By-law Amendments
Subdivision By-law - Schedule F
Building By-law
 Part A - Building
 Part B -Plumbing Permits
 Part C - Operating Permits
 Part D - Mechanical Permits
Green Demolition By-law
Sign Fee By-law
Electrical By-law - Schedule A
Gas Fitting By-law
Noise Control By-law
Secondary Suite Inspection Fee By-law
Protection of Trees By-law
Miscellaneous Fees By-law

Text Amendments

Zoning and Development Fee By-law
Miscellaneous Fees By-law

Zoning and Development Fee By-law - Schedule 1 - Development Permits

By-law Section and Text	2024 Current	2025 Proposed
Single Detached House, Single Detached House with Secondary Suite, Duplex, Duplex with Secondary Suite, and Laneway House		
1 For a single detached house, single detached house with secondary suite, duplex, or duplex with secondary suite, and its accessory building or accessory use to an existing single detached house or duplex or single detached house or duplex with secondary suite, where such an addition, alteration, change of use, accessory building or accessory use is equal to or greater than 60 m ² in gross floor area		
(a) where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 5.2.3 of the Zoning and Development By-law	\$2,880.00	\$2,970.00
(b) where the permit would be issued as a conditional approval, except as provided for in Sections 1 (a), 1 (c) and 1C	\$4,160.00	\$4,280.00
(c) where the permit would be issued as a conditional approval after proceeding to a review by a Council-appointed advisory design panel	\$6,690.00	\$6,890.00
1A Except as provided for in Section 1B, for an addition, alteration, relaxation, change of use, accessory building or accessory use to an existing single detached house or duplex or single detached house or duplex with secondary suite where such addition, alteration, change of use, accessory building or accessory use is less than 60 m ² in gross floor area:		
(a) where the permit would be issued as an outright approval, or where a relaxation of the required yards, building depth or maximum building height is required and where the relaxation of a required rear yard would be less than 60% of what is required by the applicable District Schedule, or where the permit would be issued as a conditional approval pursuant to Section 5.2.3 of the Zoning and Development By-law	\$729.00	\$751.00
(b) in all other cases	\$1,430.00	\$1,470.00
1B For conversion of a single detached house to a single detached house with secondary suite	\$1,000.00	\$1,030.00
1C For a permit for a laneway house:		
(a) where the laneway house is one-storey and there is no relaxation of siting or maximum height required	\$1,600.00	\$1,650.00
(b) in all other cases	\$2,450.00	\$2,520.00

By-law Section and Text		2024 Current	2025 Proposed
Multiple Dwellings and Freehold Rowhouses			
2	For a multiple dwelling, or freehold rowhouse, or for an addition to an existing multiple dwelling or freehold rowhouse:		
	(a) where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 5.2.3 of the Zoning and Development By-law:		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$1,600.00	\$1,650.00
	For each additional 100 m ² of gross floor area or part	\$795.00	\$819.00
	Maximum fee	\$64,400.00	\$66,300.00
	(b) where the permit would be issued as a conditional approval, except as provided in Section 2(a):		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$2,640.00	\$2,720.00
	For each additional 100 m ² of gross floor area or part	\$1,760.00	\$1,810.00
	Maximum fee	\$340,600.00	\$350,800.00
Other Uses (Other Than Single Detached Houses, Duplexes or Multiple Dwellings)			
3	For a new principal building or use, or for an addition to an existing building or use, being in all cases other than a single detached house or duplex and a multiple dwelling:		
	(a) where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 5.2.3 of the Zoning and Development By-law:		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$1,090.00	\$1,120.00
	For each additional 100 m ² of gross floor area or part	\$524.00	\$540.00
	Maximum fee	\$53,500.00	\$55,100.00
	(b) where the permit would be issued as a conditional approval except as provided in Section 3(a):		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$2,350.00	\$2,420.00
	For each additional 100 m ² of gross floor area or part	\$1,460.00	\$1,500.00
	Maximum fee	\$340,600.00	\$350,800.00
Alterations, Changes of Use (Other Than Single Detached Houses, Duplexes)			
4	For an accessory building or accessory use to a principal building or principal use already existing, or for an alteration, relaxation, or change of use to an existing building, being in all cases other than a single detached house or duplex:		
	(a) where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 5.2.3 of the Zoning and Development By-law:		
	Each 100 m ² of gross floor area or part thereof	\$940.00	\$968.00
	Maximum fee	\$7,520.00	\$7,750.00

By-law Section and Text	2024 Current	2025 Proposed
(b) where the permit would be issued as a conditional approval, except as provided in Section 4(a):		
Each 100 m ² of gross floor area or part thereof	\$1,360.00	\$1,400.00
Maximum fee	\$9,740.00	\$10,030.00
(c) Where the change of use does not require a comprehensive development review or minor amendment	\$477.00	\$491.00
Outdoor Uses		
5 For a parking area, storage yard, nursery, or other development which, in the opinion of the Director of Planning, is similar:		
(a) where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 5.2.3 of the Zoning and Development By-law:		
Each 200 m ² of site area or part up to 1 000 m ²	\$729.00	\$751.00
Each additional 200 m ² of site area or part	\$249.00	\$256.00
(b) where the permit would be issued as a conditional approval, except as provided in Section 5(a):		
Each 200 m ² of site area or part up to 1 000 m ²	\$1,000.00	\$1,030.00
Each additional 200 m ² of site area or part	\$477.00	\$491.00
5A For a Farmers' Market	\$883.00	\$909.00
Developments Requiring Development Permit Board Approval		
6 For an application which proceeds to the Development Permit Board:		
(a) instead of the fees referred to in Sections 1 to 4:		
Each 100 m ² of gross floor area or part up to 15 000 m ²	\$2,080.00	\$2,140.00
Each additional 100 m ² of gross floor area or part over 15 000 m ²	\$398.00	\$410.00
(b) instead of the fees referred to in Section 5:		
Each 200 m ² of site area or part up to 1 000 m ²	\$1,310.00	\$1,350.00
Each additional 200 m ² of site or part	\$636.00	\$655.00
Child Day Care Facility, Cultural Facility or Social Service Centre		
7 For a child daycare facility, cultural facility or social service centre, where the applicant is an incorporated non-profit society	\$928.00	\$956.00
Demolitions		
8 For the demolition of residential rental accommodation, a building listed on the Heritage Register or a residential building located in the R1-1 or FSD District	\$508.00	\$523.00
Preliminary Applications		

By-law Section and Text		2024 Current	2025 Proposed
9	For an application in preliminary form only 25% of the fee that would, except for this provision, apply (with a minimum fee of)	\$1,060.00	\$1,090.00
	NOTE: This fee will be deducted from the fee for an application in complete form which follows approval of a preliminary application.		
	Revisions		
10	For the second revision and every subsequent revision of drawings which are required because of non-compliance with the Zoning and Development By-law, or because there is insufficient information to satisfactorily process the permit, or because the applicant wishes to alter the use or form of development and where less than 15% of the gross floor area or building exterior is altered or less than 15% of the gross floor area is changed in use:		
	where the permit is to be issued under:		
	(a) sections 1 and 7 of this schedule	\$477.00	\$491.00
	(b) all other sections of this schedule	\$873.00	\$899.00
	Minor Amendments		
11	For each minor amendment to a permit where less than 15% of the gross floor area or building exterior is altered or less than 15% of the gross floor area is changed in use and:		
	(a) where the original permit was issued under Sections 1 and 7 of this schedule	\$477.00	\$491.00
	(b) 25% of the fee that would, except for this provision, apply (with a minimum fee of) where the original permit was issued under any other section of this schedule or where the exterior alterations are to a commercial building which has no development permit authorizing its construction and where the alterations are to not more than one storey	\$477.00	\$491.00
	Extensions And Renewals		
12	For an extension of the period of validity of a development permit application or a development permit, or for a renewal of a development permit which has become void	\$1,000.00	\$1,030.00
13	For the renewal of a development permit issued with specified time limitations where the conditions of approval have not changed:		
	(a) for a community care facility or all uses where the applicant is a duly incorporated non-profit society	\$443.00	\$456.00
	(b) for all other uses	\$1,120.00	\$1,150.00

By-law Section and Text		2024 Current	2025 Proposed
	NOTE: Where an application is made for the retention of identical uses on more than one site controlled by the same applicant, providing the renewals are required annually and are filed simultaneously, the applications may be combined and considered as one for the purpose of calculating the fee.		
	Board of Variance Appeals		
14	For a permit which has been approved as the result of a successful appeal to the Board of Variance after refusal by the Director of Planning or the Development Permit Board	No Charge	No Charge
	Application Following Refusal		
15	Where an application has been refused and, within 30 days of such refusal, the applicant reapplies with an application which seeks to rectify the reasons for refusal and where the application is, in the opinion of the Director of Planning, not materially different from the original application in terms of layout and design.	50% of original application fee	50% of original application fee
	Changes to Form of Development in CD-1 District		
16	For a development permit application in a CD-1 district where a change to the form of development requires Council approval and where such change is not accompanied by an amendment to, or adoption of, a CD-1 By-law	\$7,390.00	\$7,610.00
	Maintenance of Heritage Buildings		
17	For a permit for the maintenance or minor repair of a building, structure, use or site designated under the Heritage By-law or located in an HA District or in a heritage conservation area	\$91.60	\$94.30
	Awnings		
18	For an awning where the permit will be issued combined with a building permit or a sign permit.	\$317.00	\$327.00
	Higher Building Application Fee		
19	Despite any other provision in this schedule 1 to the contrary, for an application, unless fee was collected under Schedule 2 during Rezoning	\$74,200.00	\$76,400.00
	Pre-Application Development Permit		
20	For service of staff providing comments on an enquiry regarding a proposed development prior to the submission of a development permit application regarding		
	Multiple Dwellings and Freehold Rowhouses - % of the fees referred to in Section 2 (b)	5%	5%

By-law Section and Text	2024 Current	2025 Proposed
Other Uses (Other Than Single Detached Houses, Duplexes or Multiple Dwellings) % of the fees referred to in Section 3 (b)	5%	5%
Developments Requiring Development Permit Board Approval % of the fees referred to in Section 6 (a)	5%	5%

Zoning and Development Fee By-law - Schedule 2 - Zoning By-law Amendments

By-law Section and Text	2024 Current	2025 Proposed
Zoning By-law Amendments		
Change Zoning District (Except to CD-1)		
1	For an amendment to the Zoning District Plan to redesignate from one zoning district to any other zoning district except a new Comprehensive Development District:	
	Up to 2 000 m ² site area	\$59,670.00
	For each additional 100 m ² of site area or part thereof	\$537.00
	Maximum fee	\$238,700.00
		\$61,460.00
		\$553.00
		\$245,900.00
Text Amendments (Except CD-1)		
2	For an amendment to the text of the Zoning and Development By-law	
	\$45,600.00	\$47,000.00
New CD-1 or Amendment to Existing CD-1		
3	For an amendment to the Zoning District Plan to redesignate from a zoning district to a new Comprehensive Development District	
	- or -	
	For an amendment, in terms of permitted uses and regulations, to an existing Comprehensive Development District By-Law:	
(a)	Within the downtown area shown on Map 1 or the Broadway area shown on Map 2, where the site area is smaller than 8 000 m ² :	
	Up to 2 000 m ² site area	\$210,300.00
	For each additional 100 m ² of site area or part thereof	\$1,480.00
	Maximum fee	\$319,300.00
		\$216,600.00
		\$1,520.00
		\$328,900.00
(b)	Within the downtown area shown on Map 1 or the Broadway area shown on Map 2, where the site area is 8,000 m ² or greater but smaller than 40,000 m ² or where the proposed floor area is greater than 45,000 m ² :	
	For the first 8 000 m ² of site area	\$267,300.00
	For each additional 100 m ² of site area or part thereof	\$1,910.00
	Maximum fee	\$2,281,000.00
		\$275,300.00
		\$1,970.00
		\$2,349,400.00
(c)	Outside the downtown area shown on Map 1 or the Broadway area shown on Map 2, where the site area is smaller than 8 000 m ² :	
	For the first 2 000 m ² of site area	\$87,800.00
	For each additional 100 m ² of site area or part thereof	\$1,480.00
	Maximum fee	\$319,300.00
		\$90,400.00
		\$1,520.00
		\$328,900.00

By-law Section and Text		2024 Current	2025 Proposed
(d)	Outside the downtown area shown on Map 1 or the Broadway area shown on Map 2, where the site area is 8,000 m ² or greater but smaller than 40 000 m ² or where the proposed floor area is greater than 45,000 m ²		
	For the first 8 000 m ² of site area	\$267,300.00	\$275,300.00
	For each additional 100 m ² of site area or part thereof	\$1,910.00	\$1,970.00
	Maximum fee	\$2,281,000.00	\$2,349,400.00
(e)	Where the site area is 40 000 m ² or greater:		
	For the first 40 000 m ²	\$2,281,000.00	\$2,349,400.00
	For each additional 100 m ² of site area or part thereof	\$2,900.00	\$2,990.00
	Maximum fee	\$7,602,700.00	\$7,830,800.00
Reduced Fees for Large Sites with Limited Changes			
4	Despite sections 3 (e) and 5 of this Schedule 2, for a site area of 40,000 m ² or more, if the complexity or scope of an amendment is, in the opinion of the Director of Planning, significantly less than that of the first phase by reason of the existence of a land use policy statement or official development plan approved by Council, then the fee is to be:		
	For the first 40 000 m ² of site area	\$760,400.00	\$783,200.00
	For each additional 100 m ² of site area or part thereof	\$761.00	\$784.00
Reduced Fees for Large Sites with Limited Minor Changes			
5	Notwithstanding sections 3 (e) and 4 of this Schedule 2, for a site area of 40,000 m ² or more, provided that:		
(a)	the combined total floor area, of proposed new uses and expanded retail uses, is limited to 20% or less of the total floor area, or		
(b)	the use of at least 80% of the total floor area remains consistent with the existing zoning schedule and its restrictions on use and density		
	For the first 40 000 m ² of site area	\$152,100.00	\$156,700.00
	For each additional 100 m ² of site area or part thereof	\$381.00	\$392.00
Amend CD-1 (One Section Only)			
6	Notwithstanding sections 3, 4 and 6 of this schedule: For an amendment to an existing CD-1 By-law where no more than one section required amendment	\$34,800.00	\$35,800.00
Higher Building Application Fee			
7	Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for a building that is considered under the Higher Buildings Policy amended on July 11, 2018	\$74,200.00	\$76,400.00
Application for Rezoning Advice			

By-law Section and Text	2024 Current	2025 Proposed
8	Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for reviewing drawings and providing comments prior to an application made under Sections 1, 3, 4, 5 or 6.	
(a)	Within the downtown area shown on Map 1 or the Broadway area shown on Map 2:	
	Up to 2,000 m ² site area	\$19,680.00 \$20,270.00
	For each additional 100 m ² of site area or part thereof	\$351.00 \$362.00
	Maximum Fee	\$35,100.00 \$36,150.00
(b)	Outside the downtown area shown on Map 1 or the Broadway area shown on Map 2:	
	Up to 2,000 m ² site area	\$15,060.00 \$15,510.00
	For each additional 100 m ² of site area or part thereof	\$351.00 \$362.00
	Maximum Fee	\$26,300.00 \$27,100.00
(c)	Additional fee for an application for a rezoning application to review drawings and provide comments prior to an application made under Section 1, 3, 4, 5 or 6 for an incorporated non-profit society or to a governmental agency providing social housing or community services of the regular fee	
	10%	10%
	Application Requiring Policy, Planning and Consultation Work	
9	Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for providing additional planning, policy development, site analysis and public consultation prior to an application made under Section 1, 3, 4, 5 or 6. If the complexity or scope of a proposed rezoning, in the opinion of the Director of Planning, requires planning work including public consultation prior to determining a preferred option for rezoning, the additional fee is as follows:	
(a)	Where the site area is less than 8,000 m ²	
	For the first 2,000 m ² of site area	\$99,840.00 \$102,840.00
	For each additional 100 m ² of site area or part thereof	\$1,000.00 \$1,030.00
	Maximum fee	\$239,850.00 \$247,050.00
(b)	Where the site area is 8,000 m ² or greater but smaller than 40,000 m ²	
	For the first 8,000 m ² of site area	\$239,850.00 \$247,050.00
	For each additional 100 m ² of site area or part thereof	\$2,000.00 \$2,060.00
	Maximum fee	\$1,398,800.00 \$1,440,760.00
(c)	Where the site area is greater than 40,000 m ²	
	For the first 40,000 m ² of site area	\$1,398,800.00 \$1,440,760.00

By-law Section and Text	2024 Current	2025 Proposed
For each additional 100 m ² of site area or part thereof	\$2,000.00	\$2,060.00
Maximum fee	\$11,990,550.00	\$12,350,270.00
 Application Requiring an Issues Report		
10 Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for bringing forward a rezoning issues report. For sites where, in the opinion of the Director of Planning, Council direction is needed prior to processing a rezoning application made under Section 1, 3, 4, 5 or 6, the additional fee is:	\$30,800.00	\$31,700.00

Subdivision By-law - Schedule F

By-law Section and Text	2024 Current	2025 Proposed
Every applicant for subdivision shall at the time of application pay the applicable fee set out below.		
1 CLASS I (Major) - For an application to subdivide pursuant to Part 7 of the Land Title Act or Section 243 of the Strata Property Act, where the site is: (i) more than 40 000 m ² in area; or (ii) where the site is between 10 000 m ² and 40 000 m ² in area and the subdivision is reasonably likely to require that legal agreements be registered on title as a condition of subdivision approval; but in either case where the subdivision is not described in Section 4.5(a), (b) or (c) of this By-law	\$161,900.00	\$166,800.00
2 CLASS II (Intermediate) - For an application to subdivide pursuant to Part 7 of the Land Title Act or Section 243 of the Strata Property Act, where the site is between 4 000 m ² and 10 000 m ² in area and the subdivision is reasonably likely to require that legal agreements be registered on title as a condition of subdivision approval, but where the subdivision is not described in Section 4.5(a), (b) or (c) of this By-law or in Class I	\$81,000.00	\$83,400.00
3 CLASS III (Minor) - For an application to subdivide pursuant to Part 7 of the Land Title Act or Section 243 of the Strata Property Act, where the site is: (i) less than 4 000 m ² in area; or (ii) where the subdivision is unlikely to require that legal agreements be registered on title as a condition of subdivision approval; but in either case where the subdivision is not described in section 4.5(a) or (b) of this By-law or in Class I or II	\$13,950.00	\$14,370.00
4 CLASS IV (Dedication) - For an application to subdivide as described in Section 4.5(a) or (b) of this By-law		
(a) where such subdivision is required as a condition of enactment of a zoning by-law, or is otherwise required by the City Engineer	\$683.00	\$703.00
(b) where such subdivision is required by the Director of Planning or Development Permit Board as a condition of issuance of a development permit, or is otherwise initiated by the owner except as arising from rezoning approval	No Fee	No Fee
5 CLASS V (Air Space) - For an application to subdivide made pursuant to Part 9 (Air Space Titles) of the Land Title Act		
(a) for developments having a Floor Space Ratio (FSR) greater than 3.0	\$116,200.00	\$119,700.00

By-law Section and Text	2024 Current	2025 Proposed
(b) for developments having a Floor Space Ratio (FSR) of 3.0 or less, or where the application is solely for the purpose of creating air space parcels to secure separate tenure for public benefits such as: libraries, theatres and other cultural amenities; for-profit affordable rental housing; social housing; and day care	\$59,080.00	\$60,850.00
6 CLASS VI (Freehold Rowhouses) - For an application to subdivide pursuant to Section 223.2 of the Land Title Act, plus per freehold lot.	\$13,950.00 \$1,820.00	\$14,370.00 \$1,870.00
7 RECLASSIFICATION - For an application to change from one sub-area to another sub-area in the R1-1 Zoning District	\$7,100.00	\$7,310.00
8 STRATA APPLICATIONS - For an application to convert an existing building to strata title ownership pursuant to Section 242 of the Strata Property Act; or amend Strata Plans pursuant to Part 15 of the Strata Property Act; or for Phased Strata applications made pursuant to Section 13 of the Strata Property Act	\$7,100.00	\$7,310.00

Note: Strata Conversions and applications to subdivide strata lots also require a separate fee for a Special Inspection Application, to ensure compliance with relevant provisions of the Zoning and Development By-law and Building By-law.

Building By-law

Part A - Building

By-law Section and Text	2024 Current	2025 Proposed
PART A - BUILDING		
1	The fees hereinafter specified shall be paid to the City with respect to and upon the application for the issue of a PERMIT as follows:	
(a)	Except as provided for in Clause (b) and Section 4 for the CONSTRUCTION of any BUILDING, or part thereof: When the estimated cost of the work, being the valuation referred to in Article 1.6.2.3. of Book I, Division C and Book II, Division C of this By-law, does not exceed \$5,000 or for the first \$5,000 of the estimated cost of the work	
	\$202.00	\$208.00
	For each \$1,000, or part thereof, by which the estimated cost of the work exceeds \$5,000 but does not exceed \$50,000	
	\$12.90	\$13.30
	For each \$1,000, or part thereof, by which the estimated cost of the work exceeds \$50,000	
	\$6.54	\$6.74
(b)	For the installation, CONSTRUCTION, re- construction, ALTERATION or repair of, or ADDITION to:	
(i)	any CHIMNEY, FIREPLACE, INCINERATOR, VENTILATING SYSTEM, AIR- CONDITIONING SYSTEM, or HEATING SYSTEM, the fee shall be in accordance with Clause (a), except that a fee shall not be charged when the cost of such work is less than \$500	
(ii)	any PHOTOVOLTAIC PANELS, and related roof ALTERATION or repair	
	\$128.00	\$132.00
(c)	For an OCCUPANCY PERMIT not required by this By-law but requested	
	\$291.00	\$300.00
(d)	For the demolition of a BUILDING, not including a SINGLE DETACHED HOUSE, which has at any time since November 1, 1986 provided RESIDENTIAL OCCUPANCY, subject to Section 3:	
	For each DWELLING UNIT	
	\$1,460.00	\$1,500.00
	For each sleeping room in a multiple conversion dwelling, hotel or other BUILDING, which is or has been a principal dwelling or residence of a person, family or household	
	\$1,460.00	\$1,500.00
(e)	For the demolition of a SINGLE DETACHED HOUSE, which has at any time since November 1, 1986 provided RESIDENTIAL OCCUPANCY, subject to Section 3	
	\$1,460.00	\$1,500.00
2	The fees hereinafter specified shall be paid to the City as follows:	

By-law Section and Text	2024 Current	2025 Proposed
(a) For a required permit inspection for compliance with this By-Law which cannot be carried out during normal working hours and where there is a request to carry out the inspection after hours, the fee to be based on the time actually spent in making such inspection, at a minimum inspection time of four (4) hours, including traveling time:		
For each hour or part thereof	\$397.00	\$409.00
(b) For a plan review where an applicant requests in writing that the review be carried out during overtime:		
For each hour or part thereof	\$397.00	\$409.00
(c) For each special inspection of a BUILDING or structure to determine compliance with this By-law, and in respect of which no specific fee is otherwise prescribed, the fee to be based on the time actually spent in making the inspection:		
For each hour or part thereof	\$262.00	\$270.00
(d) For each REINSPECTION made necessary due to faulty work or materials or incomplete work requested to be inspected	\$262.00	\$270.00
(e) For each inspection of a drainage tile system:		
For a single detached house or duplex	\$270.00	\$278.00
For all other drain tile inspections:		
When the estimated cost of the CONSTRUCTION of the BUILDING, being the valuation referred to in Article 1.6.2.3. of Book I, Division C and Book II, Division C does not exceed \$500,000	\$528.00	\$544.00
When the estimated cost of the work exceeds \$500,000 but does not exceed \$1,000,000	\$1,060.00	\$1,090.00
When the estimated cost of the work exceeds \$1,000,000	\$1,330.00	\$1,370.00
(f) For the special search of records pertaining to a BUILDING to advise on the status of outstanding orders and other matters concerning the BUILDING:		
For a residential building containing not more than 2 principal <i>dwelling units</i>	\$338.00	\$348.00
For all other BUILDINGS	\$678.00	\$698.00
(g) To access plans (electronic or on microfilm) or documents for viewing or copying.	\$57.60	\$59.30
(h) For each microfilm image or electronic file copied	\$15.90	\$16.40
(i) For a request to renumber a BUILDING	\$1,240.00	\$1,280.00
(j) For the extension of a BUILDING PERMIT where requested in writing by an applicant pursuant to Article 1.6.7.2. of Book I, Division C and Book II, Division C	50 % of the original BUILDING PERMIT fee to a maximum of	50 % of the original BUILDING PERMIT fee to a maximum of
	\$484.00	\$499.00

By-law Section and Text	2024 Current	2025 Proposed
(k) For the extension of a building permit by Council where requested in writing by an applicant pursuant to Article 1.6.7.4. of Book I, Division C and Book II, Division C	\$3,170.00	\$3,270.00
(l) For evaluation of plans, specifications, building materials, procedures or design methods for the purpose of revisions to an application or a permit in accordance with Article 1.5.2.13. and Section 1.6.6. of Book I, Division C and Book II, Division C		
where the PERMIT relates to a SINGLE DETACHED HOUSE or a SECONDARY SUITE	\$262.00	\$270.00
plus for each hour, or part thereof, exceeding one hour	\$262.00	\$270.00
where the PERMIT relates to any other BUILDING	\$795.00	\$819.00
plus for each hour, or part thereof, exceeding one hour	\$397.00	\$409.00
(m) For each RE-OCCUPANCY PERMIT after rectification of an) UNSAFE CONDITION and related By-law violations	\$483.00	\$497.00
(n) For review of plans, specifications, building materials, procedures or design methods for the purpose of acceptance of an alternative solution for new construction under Article 2.3.2.1. of Book I, Division C		
for each application	\$1,110.00	\$1,140.00
(o) For an evaluation of plans, specifications, building materials, procedures or design methods for the purpose of acceptance of existing conditions		
for each application	\$634.00	\$653.00
(p) For review by the Alternative Solution Review Panel	\$3,560.00	\$3,670.00
(q) For the evaluation of a resubmission or revised submission made under Clauses (n) or (o) of this Section 2	\$397.00	\$409.00
(r) For each refund issued pursuant to Sentences 1.6.2.7.(2) of Book I, Division C, and Book II, Division C the administrative fee to be deducted	\$90.10	\$92.80
3 Upon written application of the payor and on the advice of the General Manager of Community Services, the Director of Finance shall refund to the payor, or a designate of the payor, the fees paid pursuant to Clauses (d) and (e) of Section 1:		
(a) for all demolished dwelling units in a building that will be replaced by a social housing or co-operative development that has received a Project Commitment Letter from the British Columbia Housing Management Commission or the Canada Mortgage and Housing Corporation; and		
(b) for each demolished dwelling unit that has been replaced by a dwelling unit occupied by rental tenants and not created pursuant to the Strata Property Act.		

By-law Section and Text	2024 Current	2025 Proposed
4 Upon written application by the payor and on the advice of the Director of Planning, the Chief Building Official shall reduce the fees paid pursuant to Clause (a) of Section 1 by percentage for that part of a building designated as Social Housing.	20%	20%

Part B -Plumbing Permits

By-law Section and Text	2024 Current	2025 Proposed
PART B - PLUMBING		
Every applicant for a Plumbing PERMIT shall, at the time of application, pay to the City the fees set out hereunder:		
1 INSTALLATIONS		
For the Installation of:		
One, two or three FIXTURES	\$262.00	\$270.00
Each additional FIXTURE	\$82.40	\$84.90
Note: For the purpose of this schedule the following shall also be considered as FIXTURES: Every "Y" intended for future connection; Every ROOF DRAIN, swimming pool, dishwasher, and interceptor; Every vacuum breaker in a lawn sprinkler system; and Every back-flow preventer.		
Alteration of Plumbing (no FIXTURES involved):		
For each 30 metres of piping or part thereof	\$385.00	\$397.00
For each 30 metres of piping or part thereof, exceeding the first 30 metres	\$107.00	\$110.00
Connection of the City water supply to any hydraulic equipment	\$145.00	\$149.00
2 INSPECTIONS OF FIRELINE SYSTEMS:		
Hydrant & Sprinkler System:		
First two inspections for each 30 m of water supply pipe or part thereof	\$385.00	\$397.00
Each additional inspection for each 30 m of water supply pipe or part thereof	\$159.00	\$164.00

By-law Section and Text	2024 Current	2025 Proposed
Sprinklers:		
First head, single detached house or duplex	\$438.00	\$451.00
First head, all other buildings	\$933.00	\$961.00
First head, renovations to existing sprinkler systems	\$271.00	\$279.00
Each additional head, all buildings (no limit on number)	\$4.80	\$4.94
Firelines:		
Hose Cabinets	\$50.70	\$52.20
Hose Outlets	\$50.70	\$52.20
Wet & Dry Standpipes	\$50.70	\$52.20
Standpipes	\$50.70	\$52.20
Dual Check Valve In-flow Through Devices	\$50.70	\$52.20
Backflow Preventer	\$262.00	\$270.00
Wet & Dry Line Outlets:		
Each connection	\$50.70	\$52.20
NOTE: A Siamese connection shall be considered as two dry line outlets.		
Each Fire Pump	\$410.00	\$422.00
Each Fire Hydrant	\$126.00	\$130.00
3 REINSPECTIONS		
(a) For each REINSPECTION made necessary due to faulty work or materials or incomplete work requested to be inspected	\$262.00	\$270.00
4 SPECIAL INSPECTIONS		
Each inspection to establish fitness of any existing fixture for each hour or part thereof	\$262.00	\$270.00
An inspection outside normal working hours and at a minimum inspection time of four (4) hours, including traveling time, for each hour or part thereof	\$397.00	\$409.00
5 BUILDING SEWER INSPECTIONS		
First two inspections for each 30 m of BUILDING SEWER or part thereof	\$385.00	\$397.00
Each additional inspection for each 30 m of BUILDING SEWER or part thereof	\$159.00	\$164.00

Part C - Operating Permits

By-law Section and Text	2024 Current	2025 Proposed
Every applicant for an OPERATING PERMIT shall, at the time of application for a new OPERATING PERMIT or renewal of an OPERATING PERMIT, pay to the City the fees set out hereunder:		
For each OPERATING PERMIT relating to equipment or systems in a BUILDING	\$201.00	\$207.00
For not renewing an OPERATING PERMIT on or before the renewal date. The OPERATING PERMIT renewal fee plus	\$114.00	\$117.00
For each reinspection made necessary due to non-compliance with this By-law	\$250.00	\$258.00
For each change of permit holder on an OPERATING PERMIT	\$114.00	\$117.00

Part D - Mechanical Permits

By-law Section and Text	2024 Current	2025 Proposed
For a MECHANICAL PERMIT for a single private residential deck, patio, or balcony, in a DWELLING UNIT	\$245.00	\$252.00
For a MECHANICAL PERMIT in a 1-3 storey BUILDING, plus per 1kW	\$401.00 \$14.20	\$413.00 \$14.60
For a MECHANICAL PERMIT in a BUILDING of 4 stories and above, plus for each electric heat pump installation above 6 total heat pump units, to a maximum of \$2,500.00	\$916.00 \$114.00	\$943.00 \$117.00

Green Demolition By-law

By-law Section and Text	2024 Current	2025 Proposed
SECURITY DEPOSIT CONDITION		
5.1 Every demolition permit subject to a green demolition condition must include a condition, imposed by the Chief Building Official, requiring the permit holder to provide to the City, immediately upon issuance of the permit, security in the form of cash or other legal instrument acceptable to the City in the amount of	\$14,650.00	\$14,650.00
OTHER PERMIT CONDITIONS		
6.1 A fee must be paid before a demolition permit subject to a green demolition condition may be issued.	\$436.00	\$449.00

Sign Fee By-law

By-law Section and Text	2024 Current	2025 Proposed
1.1 Permit Application Fee		
(a) For each sign requiring a permit, other than a billboard, including one building field inspection	\$419.00	\$432.00
(b) For each sign subject to Part 15 Director of Planning Review, including one building field inspection	\$990.00	\$1,020.00
(c) For each billboard sign, including one building field inspection	\$990.00	\$1,020.00
(d) For each sign requiring electrical connection, including one electrical field inspection	\$213.00	\$219.00
(e) For a change of scope to require Part 15 Director of Planning Review, the additional fee is the difference between the fees set out in subsections (a) and (b) above		
1.2 Re-Inspection Fee		
Where a re-inspection is required to finalize approval of the installation of a sign after any field inspection, fee for each additional inspection or re-inspection	\$242.00	\$249.00
1.3 Fee for Sign Erected without Permit		
If a sign has been erected for which a sign permit is required, before a sign permit has been issued the fee is double the applicable fee or fees under section 1.1		
1.4 Fee for Revisions to Sign Permit		
Where a sign permit has been issued and must be revised, the fee for review by city staff per hour	\$64.30	\$66.20
1.5 Sign By-Law Amendment Application Fees		
Amendment to Schedule A or Schedule B		

By-law Section and Text	2024 Current	2025 Proposed
For an application to initiate an amendment to Schedule A or Schedule B only to assign a new Comprehensive Development District to a Sign District Schedule at the time of re-zoning	\$1,179.00	\$1,210.00
<u>Minor Sign By-Law Amendment</u>		
For an application to initiate an amendment to the Sign By-Law for each sign requiring a <i>minor amendment</i>	\$5,900.00	\$6,080.00
For every additional sign requiring a <i>minor amendment</i> under the same application	\$1,180.00	\$1,220.00
<u>Major Sign By-Law Amendment</u>		
For an application to initiate an amendment to the Sign By-Law for each sign requiring a <i>major amendment</i>	\$13,370.00	\$13,770.00
For every additional sign requiring a <i>major amendment</i> under the same application	\$2,690.00	\$2,770.00
<u>By-Law Amendment for new Sign District</u>		
For an application to initiate amendments to the Sign By-Law to create a new Sign District	\$39,300.00	\$40,500.00
1.6 Fees for Removal and Storage of Unsafe Signs		
(a) Fee for removal and transportation of signs that are certified by the City Building Inspector to be structurally unsafe	At Cost	At Cost
(b) Daily storage fee	\$35.80	\$36.90
1.7		
For Council reconsideration of a Director of Planning decision regarding relaxations pursuant to section 15.11 of the Sign By-law	\$3,500.00	\$3,610.00

Electrical By-law - Schedule A

By-law Section and Text	2024 Current	2025 Proposed
1		
The following fees, based on the cost of work, including materials and labour, as estimated by the contractor or owner and established to the satisfaction of the City Electrician, shall be payable to the City and shall accompany every application for a permit for electrical work:		
When the estimated cost does not exceed \$250	\$98.20	\$101.10
When the estimated cost exceeds \$250 but does not exceed \$500	\$132.00	\$136.00
When the estimated cost exceeds \$500 but does not exceed \$700	\$173.00	\$178.00
When the estimated cost exceeds \$700 but does not exceed \$1,000	\$226.00	\$233.00
When the estimated cost exceeds \$1,000 but does not exceed \$10,000	\$226.00	\$233.00
plus for every \$1,000 of the estimated cost, or part thereof, over \$1,000	\$74.10	\$76.30
When the estimated cost exceeds \$10,000 but does not exceed \$50,000	\$1,031.00	\$1,060.00
plus for every \$1,000 of the estimated costs, or part thereof, over \$10,000	\$40.10	\$41.30
When the estimated cost exceeds \$50,000 but does not exceed \$100,000	\$2,910.00	\$3,000.00
plus for every \$1,000 of the estimated costs, or part thereof, over \$50,000	\$24.30	\$25.00
When the estimated cost exceeds \$100,000 but does not exceed \$500,000	\$4,306.00	\$4,440.00
plus for every \$1,000 of the estimated costs, or part thereof, over \$100,000	\$17.00	\$17.50
When the estimated cost exceeds \$500,000 but does not exceed \$1,000,000	\$12,110.00	\$12,470.00
plus for every \$1,000 of the estimated cost, or part thereof, over \$500,000	\$12.90	\$13.30
When the estimated cost exceeds \$1,000,000	\$19,940.00	\$20,540.00
plus for every \$1,000 of the estimated cost, or part thereof, over \$1,000,000	\$5.56	\$5.73
2		
The temporary power permit shall be valid for one year and the fee shall be:		
(a) for single detached houses or duplexes	\$534.00	\$550.00
(b) for installation, construction, alteration, repair or maintenance of temporary electrical equipment (such as electric crane or hoist; security alarm or camera; generator; transformer; motor; etc.), and	\$262.00	\$270.00
(c) for all other uses where the temporary power is supplied from a power source not exceeding 750 V	\$567.00	\$584.00
(d) for all other uses where the temporary power is supplied from a voltage power exceeding 750 V	\$1,570.00	\$1,620.00

By-law Section and Text	2024 Current	2025 Proposed
3		
The fee for an annual permit for any one building or site shall be as follows:		
(a) For section 5.14(b), or section 5.14(b) in combination with section 5.14(a),(c), and/or (d):		
Total service supply or power supply rating up to and including the first 500 kVA	\$544.00	\$560.00
For 15 kVA or part thereof exceeding the first 500 kVA	\$11.60	\$11.90
Subject to a maximum fee of	\$6,880.00	\$7,090.00
(b) For section 5.14(c), or section 5.14(c) in combination with section 5.14(a) and/or section 5.14(d), when the supply rating is 500 kVA or less	\$544.00	\$560.00
(c) For section 5.14(a) and/or section 5.14(d)	\$262.00	\$270.00
4		
Fees for an Electrical Permit for the Entertainment and Film Industry		
(a) For an annual permit for filming in a single location	\$810.00	\$834.00
(b) For an annual permit for filming in multiple locations	\$1,570.00	\$1,620.00
(c) For a Temporary permit for filming in single or multiple locations		
for up to 14 days	\$262.00	\$270.00
for 15 to 30 days	\$528.00	\$544.00
for 31 to 60 days	\$791.00	\$815.00
for 61 to 90 days	\$1,330.00	\$1,370.00
5		
The fee for staff time spent inspecting of electrical work or reviewing resubmitted or amended plans to determine compliance with this By-law, if a permit holder deviates from approved plans, for each quarter of an hour or part thereof	\$65.40	\$67.40
6		
The fee for an inspection of electrical work where errors or omissions were found at a previous inspection shall be	\$262.00	\$270.00
7		
The fee for inspection and plan review outside normal working hours and at a minimum inspection and review time of four (4) hours, including traveling time, shall be for each hour or part thereof	\$379.00	\$390.00
8		
The City Electrician may charge the following fees for an Electrical Permit for a temporary special event		
(a) For equipment 5 kW or less	\$133.00	\$137.00
(b) For equipment more than 5 kW but not exceeding 750 V		
for up to 14 days	\$262.00	\$270.00
for 15 to 30 days	\$525.00	\$541.00
for 31 to 60 days	\$790.00	\$814.00
for 61 to 90 days	\$1,310.00	\$1,350.00

By-law Section and Text	2024 Current	2025 Proposed
(c) For equipment supplied from a High Voltage power source	\$1,590.00	\$1,640.00
9 The fee for an application for special permission pursuant to Section 4.9 shall be	\$242.00	\$249.00
10 For electrical equipment in trade shows that has not been approved in accordance with the provisions of the Electrical By-law, the fee for an application to display or energize for up to 14 days	\$242.00	\$249.00
11 The fee for an interim permit pursuant to Section 5.16 shall be	\$226.00	\$233.00
12 The administration fees pursuant to Section 5.20 and 5.27 shall be		
(a) the first \$101.10 of the permit fee when no plan review performed	\$98.20	\$101.10
(b) the first \$270.00 of the permit fee when plan review performed	\$262.00	\$270.00
13 The fee for a permit amendment review pursuant to Section 5.22 shall be	\$98.20	\$101.10

Gas Fitting By-law

By-law Section and Text	2024 Current	2025 Proposed
<u>Installations:</u>		
One, two or three appliances	\$262.00	\$270.00
Each additional appliance	\$82.90	\$85.40
Each replacement water heater, gas range, furnace or boiler	\$61.90	\$63.80
Each additional gas meter of a multiple dwelling (same appliance count)	\$61.90	\$63.80
<u>Piping Permits</u>		
(no appliances):		
For first 60 m of piping or part thereof	\$262.00	\$270.00
Every 30 m or part thereof exceeding the first 60 m	\$101.40	\$104.00
<u>Reinspections</u>		
For each reinspection	\$262.00	\$270.00

Noise Control By-law

By-law Section and Text	2024	2025
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	Current	Proposed
Application under section 4.4(e) of the Noise Control By-law, a non-refundable application fee of:		
(i) for an application submitted at least five working days prior to the date of the proposed activity	\$237.00	\$244.00
(ii) for an application submitted less than five working days prior to the date of the proposed activity, if the time limit has been waived under (c) above	\$470.00	\$484.00

Secondary Suite Inspection Fee By-law

By-law Section and Text	2024 Current	2025 Proposed
3 Where an application for a special inspection of a suite is made:		
(a) within 60 days of the notification date, the applicant shall pay a fee, including all the inspections referred to in section 1, of ; or	\$262.00	\$270.00
(b) more than 60 days after the notification date, the applicant shall pay a fee, including all the inspections referred to in section 1, of	\$788.00	\$812.00

Protection of Trees By-law

By-law Section and Text	2024 Current	2025 Proposed
4.4(c) a non-refundable application fee of:		
(i) for a tree permit to remove the first tree in a 12 month period	\$105.00	\$108.00
(ii) to remove each subsequent tree during that same 12 month period	\$301.00	\$310.00

Miscellaneous Fees By-law

By-law Section and Text	2024 Current	2025 Proposed
Adopt or Amend an Area Development Plan (ADP)		
1	For adoption or amendment of an Area Development Plan:	
	Up to 0.4 ha (43,128 sq. ft.) site area	\$42,900.00 \$44,200.00
	For each additional 100 m ² (1,080 sq. ft.) of site area, or part thereof	\$416.00 \$428.00
	Maximum fee	\$171,300.00 \$176,400.00
Amend an Official Development Plan (ODP) and Area Development Plan (ADP)		
2	For an amendment to the text of an Official Development Plan and any associated Area Development Plan	
		\$64,500.00 \$66,400.00
Amend a Regional or Provincial Land Use Designation		
3	For an amendment of a regional or provincial land use designation	
		\$4,340.00 \$4,470.00
Site Profile Review		
4	For each review of a site profile	
		\$109.00 \$100.00
Appeal to Board of Variance/Parking Variance Board		
5	For the filing of an appeal	
		\$2,840.00 \$2,930.00
Approved Use Research Requests		
6	Provide written information on the approved use of a building in accordance with the Zoning & Development and Vancouver Building Bylaws	
(a)	Residential	\$79.50 \$81.90
(b)	Commercial (one unit only)	\$79.50 \$81.90
(c)	Commercial and/or mixed use (all units) requiring up to a maximum of 2 hours of staff time	\$347.00 \$357.00
	For each additional hour or part thereof beyond the 2 hours referred in Clause above	\$174.00 \$179.00
File Research Environmental		

By-law Section and Text	2024 Current	2025 Proposed
7 Provide written information as to whether the City records indicate that a property has any contamination or environmental issues.	\$347.00	\$357.00
Building Grades		
8 The following fees shall be paid to the City for the review of design elevations of streets or lanes where they adjoin a building site, as required with a Development and/or Building Permit application:		
(a) Where City of Vancouver Staff are required to complete a survey for the purpose of calculating the design elevations of the required streets and lanes:		
Length of property abutting street or lane, or both, is		
Up to 31 m	\$2,060.00	\$2,120.00
Over 31 m and up to 90 m	\$2,460.00	\$2,530.00
Over 90 m and up to 150 m	\$3,440.00	\$3,540.00
Over 150 m and up to 300 m	\$5,090.00	\$5,240.00
Over 300 m	\$7,540.00	\$7,770.00
(b) Where the applicant provides approved building grade survey information to the City for the purpose of calculating the design elevations of the required streets and lanes:		
Length of property abutting street or lane, or both, is		
Up to 31 m	\$615.00	\$633.00
Over 31 m and up to 90 m	\$814.00	\$838.00
Over 90 m and up to 150 m	\$1,014.00	\$1,040.00
Over 150 m and up to 300 m	\$1,420.00	\$1,460.00
Over 300 m	\$2,250.00	\$2,320.00
Traffic Management Plan Review		
9 (a) Where the review is less than 1 hour of staff time	\$79.50	\$81.90
(b) Where the review is 1 to 15 hours of staff time	\$795.00	\$819.00
(c) Where the review is over 15 hours of staff time	\$2,230.00	\$2,300.00
Discharge of a Registered Encumbrance		
10 (a) Where the review requires up to 2 hours of staff time	\$317.00	\$327.00

By-law Section and Text	2024 Current	2025 Proposed
(b) Where the review requires more than 2 hours of staff time	\$795.00	\$819.00
11 Road Closure Fee	\$13,340.00	\$13,740.00
12 Producing Permit/Document Copies The following application fee will be paid to the City for providing 1 to 4 paper or electronic copies of permits or specific documents from either microfiche or our images database.		
(a) Residential (Single Detached House or Duplex)	\$74.10	\$76.30
(b) One Unit in a Commercial Building	\$74.10	\$76.30
(c) All other Buildings	\$152.00	\$157.00
(d) For each additional copy beyond the 4 documents referred in this section above	\$15.30	\$15.80
Research Requests		
13 For applications referred to in section 12, and other research requests, that require extensive research (more than one hour of staff time):		
(a) Research requests requiring up to a maximum of 2 hours of staff time	\$347.00	\$357.00
(b) For each additional hour or part thereof beyond the 2 hours referred to in (a) above	\$174.00	\$179.00
For a property research letter or document request under section 12 or 13, where an applicant requests in writing that the review be carried out during overtime: For each hour or part thereof	\$250.00	\$258.00
14 View Cone Assessment Service of staff assessing maximum development height on a proposed development site subject to a view cone authorized by Council	\$1,200.00	\$1,240.00
15 For service of staff review, revision and execution of the following agreements required for developments:		
(i) Bridge Proximity Agreement	\$650.00	\$670.00
(ii) Services Agreement	\$1,100.00	\$1,130.00
(iii) Statutory Rights of Way	\$800.00	\$824.00
(iv) Traffic Demand Management Agreement	\$950.00	\$979.00

Zoning and Development Fee By-law

1. Section 4 should be re-written as follows:

“Every person applying to the City for an amendment to the Zoning and Development By-law under section 3(e) or 9(c) of Schedule 2 of this by-law shall pay to the City, at the time such application is filed with the Director of Planning, 50% of the appropriate fee as set forth in Schedule of this by-law, and no application is valid without such payment. The 50% balance owing under section 3(e) of Schedule 2 is due 30 days after Council considers whether to refer the rezoning application to a public hearing. The 50% balance owing under section 9(c) of Schedule 2 is due one year after the work commences under section 9(c).”.

2. The first paragraph of Schedule 2, Section 9 should be re-written as follows:

“Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for providing additional planning, policy development, site analysis and public consultation in conjunction with an application made under Section 1, 3, 4, 5 or 6. If the complexity or scope of a proposed rezoning, in the opinion of the Director of Planning, requires planning work including public consultation to determine a preferred option for rezoning, the additional fee is as follows:”.

3. Add a new paragraph at the end of Schedule 2, Section 9 as follows:

“Except that if the scope of the planning work required to determine a preferred option for rezoning does not warrant the fees above, the Director of Planning must reduce the fees calculated under 9 (b) and (c) by 50%.”.

APPENDIX B: Historical Decisions Related to Annual Fee increases

Year	Context	Fee Increase
2017	First phase of a two-year plan. In light of permitting backlogs and significant applicant complaints, Council approved a plan to add 75 new staff over two years to support planning and development workloads, and to transfer existing development-related costs (approx. \$10M) from taxes to fees. The first phase of this plan added 42 staff.	<ul style="list-style-type: none"> • 9% increase in most fee categories • 19% increase in some complex development fees, along with other more significant increases in targeted areas
2018	The second phase of the two-year plan. The plan was refreshed based on lessons learned during 2018, and an additional 9.5 FTE positions were approved to address Council Priorities to further expedite Affordable Housing and Commercial Renovations and to deliver the Rain City Strategy. Council approved the following fee increases:	<ul style="list-style-type: none"> • 12% increase in most categories • Zero percent increase in laneway development fees • 15% increase in some development and building fees • 22% in some rezoning fees • 55% for two specific rezoning fees to account for the complexity of reviews
2019	Council approved 25 positions (10 new RFT, 14 conversions from TFT to RFT, 1 TFT) to deliver key Council priorities such as housing affordability, permit service enhancements, and online transformation. Council also approved the following fee increases:	<ul style="list-style-type: none"> • 3% increase in most categories • Zero percent increase in Class V (Air Space) application Section 5b of the Subdivision Fees By-law • Specific fee adjustments to two fees that were set significantly below full cost recovery: <ul style="list-style-type: none"> ○ Rezoning fee in Schedule 2, Section 1 of the Zoning and Development Fee By-law from \$15,680 to \$40,394 ○ Appeal fee to the Board of Variance/Parking Variance in Schedule 1, Section 6 of the Miscellaneous Fees By-law from \$531 to \$2,300
2020	Council approved a fee increase to adjust for inflation and cost increases that were necessary to continue operations during the pandemic. Additional investments were made in 2020/2021 to transition and support staff from in-person to virtual operations.	<ul style="list-style-type: none"> • 3% increase in most categories
2021	In 2021 Council directed staff to develop a medium-term plan that identifies strategies for systemic changes with respect to the City's development and permit system, including but not limited to organizational	<ul style="list-style-type: none"> • 5% Fee Increase in most categories

	restructuring; new technology adoption; client navigation support; defined service standards; and an accountability and monitoring framework.	
2022	Council approved a fee increase to adjust for inflation and cost increases. An additional 3 FTEs to support the rollout of the Council approved Mechanical Permit.	<ul style="list-style-type: none">• 5% Fee Increase in most categories
2023	Council approved fee increases to address a program deficit as highlighted by the Office of the Auditor General	<ul style="list-style-type: none">• 15% overall fee increase• 9% increase in most categories• 30% increase for most rezoning and development fees

APPENDIX C: Cost Recovery Guidance

Development & Building Program



2025 Cost Recovery Guidance

Introduction

This document outlines the City of Vancouver's approach to implementing its permitting program in alignment with statutory requirements and the City's broader policy objectives. It reflects the City's commitment to transparency, financial sustainability, and operational efficiency, while aiming to provide clear, actionable guidance for City staff, permit applicants, and the public.

As recommended in the 2023 Auditor General's report, this document provides a detailed framework for the administration and management of the permitting program. It covers the alignment of the program with legal and regulatory frameworks, sets a clear path toward achieving full cost recovery, defines roles and responsibilities of key departments, and ensures the prudent management of financial reserves. This guidance will be periodically reviewed to ensure that it remains current and effective.

1. Permitting Program's Alignment with Vancouver Charter and Relevant By-laws

The City of Vancouver's permitting program operates within the framework established by the Vancouver Charter (VC) and various City by-laws. The VC provides the City with the authority to regulate development and building activities, partly through the issuance of permits. The permitting program includes a range of services aimed at ensuring compliance with life safety, livability, accessibility, and sustainability standards. In accordance with the VC, the City has the authority to set fees for permits under regulatory by-laws, such as the **Zoning and Development By-law** and the **Building By-law**. These fees are designed to cover the direct and indirect costs of administering the program. The City's goal is to ensure that all projects requiring permits comply with the relevant standards, whether the projects involve new construction, renovations, or changes to land use.

The City's permit fee-setting process is also informed by case law, which establishes that there should be a reasonable correlation between fees charged and the cost of providing the service. Fees should not exceed the average cost of processing certain applications, such as rezonings and subdivisions. This helps ensure that the City remains compliant with the legal requirements while maintaining a fair and transparent fee structure.

2. Timeframe for Achieving Cost Recovery

The City has set a target timeframe of **6 years** to achieve full cost recovery for its permitting program. This multi-year approach allows for gradual adjustments to the fee structure, operational improvements, and technological upgrades that will support the long-term financial stability of the program.

Given the complexity and scale of the permitting program, a 6-year timeframe provides flexibility to respond to external factors, such as changes in construction demand, inflation, and the broader economic environment. However, the City acknowledges that shorter timeframes may be considered based on annual reviews of the program's

financial performance. If these reviews indicate that full cost recovery can be achieved sooner, adjustments to this timeframe will be made.

Throughout this period, the City will monitor both direct and indirect program costs and ensure that fees are adjusted accordingly. This approach balances the need for financial sustainability with the City's broader objectives, including supporting the development and construction sectors in Vancouver.

3. Cost Recovery Approach and Fee-Setting Strategy

The City is committed to recovering the **full cost of providing permitting services** at the program level. This includes both direct costs, such as staff time and resources required to process permits, and indirect costs, such as administrative overhead, technology infrastructure, and other support services.

The City recognizes that not all individual fees need to recover 100% of their associated costs. In many cases, fees for specific permit categories may be set above or below the full cost of service, depending on strategic priorities or equity considerations. However, the overall permitting program must achieve full cost recovery on an aggregate basis. The following guiding principles will inform the City's fee-setting strategy:

- **Full Program-Level Cost Recovery:** Fees will be set to ensure that the total revenues from permit fees cover the total costs of the program.
- **Flexibility in Fee Adjustment:** The City may set certain fees above or below full cost recovery for specific categories based on policy objectives, such as promoting housing affordability or encouraging development.
- **Long-Term Financial Planning:** A multi-year financial analysis will be used to assess whether any adjustments are needed to the fee structure to ensure that the program remains financially self-sufficient.

This approach ensures that the permitting program operates on a sustainable financial footing while allowing for flexibility in addressing the unique needs of different permit categories.

4. Roles and Responsibilities of City Departments

A clear delineation of roles and responsibilities is critical for the effective administration of the permitting program and the achievement of its cost recovery objectives. The following departments are responsible for various aspects of the program's management and fee-setting process:

- **Development, Buildings and Licensing (DBL):** DBL has the primary responsibility for the administration of the permitting process, including implementing fee changes in the City's permitting databases for all permits. DBL will also provide operational input into the cost recovery programs long term financial forecast. DBL is also responsible for ensuring that the permitting process complies with all relevant by-laws.

- **Planning, Urban Design and Sustainability (PDS):** PDS provides key input on policy and strategic considerations related to development permits and rezoning applications. PDS also plays a critical role in ensuring that the permitting program supports the City’s broader planning and sustainability goals. This includes ensuring that permit fees align with policy objectives related to land use, zoning, and urban development.
- **Engineering Services:** Engineering Services is responsible for reviewing permit applications for technical compliance with infrastructure and utility requirements. Engineering will also provide input on fee adjustments for services related to permitting.
- **Finance and Supply Chain Management (FSC):** FSC oversees the financial aspects of the permitting program, including maintaining and updating the cost recovery model, managing program reserves, and providing financial analysis.

5. Target Balance for the Permitting Program Reserve

The City will maintain a target reserve balance equivalent to 10% of the program’s total costs. This reserve is essential for managing the inherent variability in the timing of permit application fees and the completion of permit processing activities. Since permit fees are collected upfront, but revenue is recognized over the life of the permit processing cycle, maintaining a robust reserve helps ensure financial stability.

The reserve will also serve as a contingency to cover unexpected cost increases or revenue shortfalls. This may include fluctuations in permit volumes or unexpected increases in the costs of providing services, such as technological upgrades or staffing adjustments.

The reserve balance will be regularly reviewed as part of the City’s broader financial management strategy. Any surpluses generated by the program will be directed toward maintaining the reserve, while any temporary deficits will be funded from it.

6. Targeted Level of Cost Recovery for Permit Categories

While the City aims for full cost recovery at the program level, it does not set specific cost recovery targets for individual permit categories. This flexibility allows the City to respond to variations in permit complexity, strategic priorities, and market conditions. Fees for certain permit categories, such as those related to affordable housing or public interest projects, may be set below full cost recovery in order to promote broader policy objectives.

At the same time, the City will regularly assess the cost of providing services for all permit categories to ensure that the program as a whole remains financially sustainable. Where appropriate, fees for high-complexity permit categories may be adjusted to better reflect the cost of service.

7. Periodic Review of Guidance and Fee Structure

This guidance document will be reviewed annually as part of the City's broader fee-setting and budgetary processes. The annual review will include a comprehensive financial analysis of the permitting program's performance, including a review of revenues, costs, and reserve levels. Adjustments will be made to the fee structure and cost recovery targets based on this analysis.

Key elements of the annual review process include:

- **Financial Performance Review:** A detailed assessment of the program's revenue and cost structure to ensure that the City is on track to achieve full cost recovery.
- **Adjustment of Fees and Targets:** Where necessary, fees will be adjusted to reflect changes in program costs, inflation, or strategic priorities. The City may also revise the timeline for achieving full cost recovery based on these findings.
- **Public and Stakeholder Consultation:** The City will engage with stakeholders, including the development and construction industries, to gather feedback on the proposed fee changes. This consultation process will help ensure that the fee structure remains fair and transparent.

This periodic review will ensure that the permitting program continues to operate efficiently and remains aligned with the City's broader policy and financial objectives.

This comprehensive guidance document is intended to provide clear direction for City staff and stakeholders involved in the permitting process. It will be updated as needed to reflect new policies, regulatory changes, and financial conditions affecting the permitting program.