

Schedule of Permit Fees Effective April 1, 2016

Charlottetown Planning & Heritage Department Schedule of Permit and Process Fees, effective April 01, 2016

ALL fees are collected at the time of application submission.

Permit fees for late filing of a permit or starting construction without a permit will result in doubling of the fees charged.

Any work carried out on a Heritage building or property before a permit is issued will result in the regular permit fees being charged.

In the event an applicant requests a refund resulting from cancelling a development application or building permit, the refund will be based upon the amount of work undertaken to date to process the request. Once a building permit is issued, no refund will be provided and once a Planning report is prepared for a planning application, no refund will be provided. A refund will be provided up to 75% of the fee for processing a development application or building permit depending upon the stage of review that has been undertaken up to the date of the request for refund.

	Fees including HST
Residential	Residential New (or Renovations): \$5.50 per \$1,000 (minimum of \$50)
Industrial-Commercial New or Renovations	One Phase Permit: \$7.00 per \$1,000 (minimum of \$50) Two Phase Permit: \$8.00 per \$1,000 (minimum of \$50) Three Phase Permit: \$9.00 per \$1,000 (minimum of \$50)
Demolition permits	\$50
Moving permits	\$100 (not requiring police escort) \$400 (loads exceeding 4.27 metres in width)
Signage permits	\$8.00 per \$1,000 (minimum of \$50)
Rezoning	Actual Cost (Minimum \$300)
Variances – Minor	Actual Cost (Minimum \$200)
Variances – Major	Actual Cost (Minimum \$300)
Subdivisions (up to and including 3 lots)	\$200 plus \$40 per lot over three
Subdivision (lot consolidations)	\$100
Agreements (In-law Suite, Development, etc)	\$300
Decks, accessory buildings, pools	\$50
Permit renewals	\$50
Zoning inquiries	\$100
Cash-in-lieu of parking	\$6,000 per parking space
Copies of requested reports	Actual cost
Heritage Resource Buildings	No permit fees for exterior work on existing building; Interior work – regular permit fees apply