

Schedule ‘D’ – Planning & Heritage Department – Schedule of Fees

Charlottetown Planning & Heritage Department Schedule of Permit and Process Fees, effective following 2nd reading and adoption the Fees Bylaw Amendment Bylaw #2018-18-A

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.

Permit Type	Fees including HST	Comments
Residential (New or Renovations)	\$5.50 per \$1,000 <i>(minimum of \$50)</i>	*One or two-unit dwellings *Residential buildings with 3 or more dwelling units are regarded as commercial developments
Residential Development Deposit	\$1,500 <i>(cheque)</i>	
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings (New or Renovations)	*\$7.00 per \$1,000 *\$8.00 per \$1,000 *\$9.00 per \$1,000 <i>(minimum of \$50 for all phases)</i>	Phase I of Permit Phase II of Permit Phase III of Permit
Commercial-Industrial-Institutional-Multi-Unit Residential dwellings Development Deposit	\$4,000 <i>(cheque)</i>	
Building Inspection Follow-up Fee	\$100 <i>(per follow up)</i>	For every additional inspection request beyond required inspection
Occupancy Permits	No Fee	
Secondary Suite Registration	\$100	
Secondary Suite Registration Renewal	\$50	
Demolition Permits	\$50	
Demolition Deposit	\$500 <i>(cheque)</i>	



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Moving Permits	*\$100 *\$400	(not requiring police escort) (loads exceeding 4.27 metres in width)
Signage Permits	\$8.00 per \$1,000 (<i>minimum of \$50</i>)	
Rezoning or Municipal Plan Amendments	\$800	Fee per Property Identification Number (PID)
Schedule 'D' –Planning & Heritage continued		
Permit Type	Fees including HST	Comments
Rezoning including a Municipal Plan Amendment	\$1,400	Fee per Property Identification Number (PID)
Variances – Minor	\$300 for first variance	(\$50 for each additional variance)
Variances – Major	\$400 for first variance	(\$50 for each additional variance)
Subdivisions	\$200	*Up to and including 3 lots *Additional \$40 per lot over three
Subdivision (Lot Consolidation)	\$100	
New Agreements: -Subdivision Roads and Services Agreement	\$900	
-Other Agreements (Development Agreement, Encroachment Agreement, etc.)	\$600	
Amending an Existing Agreement	\$500	
Decks, accessory buildings, pools	\$50	
Permit Renewals	\$50	
Development Permits	\$100	
Basic Zoning Inquiries	\$100	
Comprehensive Zoning Inquiry	\$200	*Includes liquor license
Legal Research Fee	\$100 per hour	(Minimum of one hour)
Heritage Research Fee	\$0	
Copies of Requested Reports	Actual cost	
Cash-in-lieu of Parking	\$6,000 per parking space	
Design Review Applications	\$100	
Design Reviewer Fees	\$1,500	
Heritage Board Applications	No fee	
Heritage Resource Buildings		No permit fees for exterior work on existing building; Interior work – regular permit fees



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		apply
Buildings in the 500 Lot Area that are not Heritage Resources		Regular permit fees apply
Telecommunication Tower Application	\$3,000	