

**CITY OF COLD LAKE
BYLAW NO. 846-DA-24
PLANNING AND DEVELOPMENT FEE SCHEDULE BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SCHEDULE OF FEES FOR PLANNING AND DEVELOPMENT SERVICES AND SAFETY CODES SERVICES ADMINISTERED BY THE MUNICIPALITY WITHIN THE CITY OF COLD LAKE

PURSUANT to Section 8(1)(c)(i) and 630.1 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended Council may, by bylaw, establish fees for licences, permits and approvals;

WHEREAS Council wishes to establish a schedule of fees for Planning and Development Services and Safety Codes Services administered by the City of Cold Lake;

NOW THEREFORE the Council of the City of Cold Lake in the Province of Alberta, in Council duly assembled, hereby enacts as follows:

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Planning and Development Fee Schedule Bylaw”.

SECTION 2 – FEE SCHEDULE APPROVAL

2. The City of Cold Lake may charge fees for the administration of various Planning and Development Services and Safety Codes Services in accordance with Schedule “A” and Schedule “B” of this Bylaw.

SECTION 3 – REPEAL

3. That Bylaw No. 830-DA-24 is hereby repealed.

SECTION 4 – ENACTMENT

4. This Bylaw shall come into full force and effect January 1, 2025.

SECTION 5 – SCHEDULES

5. Schedules “A” and “B” shall form part of this Bylaw.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of December, A.D. 2024, on motion by Councillor Parker.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of December, A.D. 2024 on motion by Councillor Vining.

**CARRIED
UNANIMOUSLY**

CONSENT FOR THIRD AND FINAL READING granted on motion by Councillor Bailey.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of December, A.D. 2024, on motion by Councillor Parker.

**CARRIED
UNANIMOUSLY**

Executed this 18th day of December, 2024

CITY OF COLD LAKE

MAYOR



CHIEF ADMINISTRATIVE OFFICER

Schedule "A"
Bylaw No. 846-DA-24

Subdivision

Detached & Duplex Residential	<i>Per lot</i>	\$205
	<i>Minimum Fee</i>	\$1,025
Multi-Unit Residential	<i>Per lot</i>	\$260
	<i>Minimum Fee</i>	\$1,540
Commercial	<i>Per lot</i>	\$260
	<i>Minimum Fee</i>	\$1,540
Other	<i>Per lot</i>	\$260
	<i>Minimum Fee</i>	\$1,540
Boundary Adjustment	<i>Per lot</i>	Same as applicable Subdivision Fee
	<i>Minimum Fee</i>	Same as applicable Subdivision Fee
Outline Plan Review or Amendment	<i>Per hectare</i>	\$310
	<i>Minimum Fee</i>	\$515
	<i>Maximum Fee</i>	\$1,540
Changes to Tentative Plans	<i>Prior to circulation</i>	\$155
	<i>Prior to report & After circulation</i>	50% of original fee
	<i>After Report & Before Sub. Authority Approval</i>	75% of original fee
	<i>After Sub. Authority Approval</i>	Reapplication
Subdivision Approval Extension	<i>First Request</i>	\$260
	<i>Second Request</i>	New application must be made at current fee rates
	<i>City's Request</i>	\$0
Subdivision Application Extension	<i>Applicant's Request 1st</i>	\$515
	<i>Applicant's Request 2nd</i>	\$515
	<i>Applicant's Request 3rd</i>	Reapplication
	<i>City's Request</i>	\$0
Subdivision Approval Cancellation		\$260

Condominium Endorsements		
Bareland Condominiums	Subject to Subdivision Fee as per above + \$40 per unit Endorsement Fee	
Other Condominium Plans	\$40 per unit Endorsement Fee	
Subdivision Endorsement		
<i>No phases</i>		\$260
<i>Phases</i>		\$260 per phase
Registered Plan Cancellation		
Same Cost as to Create Subdivision		
Subdivision Refunds		
Prior to circulation		75% of fee
Prior to completion of report & After circulation		25% of fee
After Completion of Report		\$0

* Where a charge is unclear final determination of the charge will be left to the discretion of the Manager of Land Use Planning, Development and Regulatory Services

* All fees are subject to change at the discretion of the City of Cold Lake

* Unless otherwise noted all fees are non-refundable

Bylaw Amendments

Land Use Bylaw (LUB)	<i>Rezoning (Per Zone Change)</i>	\$1,025
	<i>Document Amendment (creation of a new zone/district or amendment to any text)</i>	\$2,050
Municipal Development Plan (MDP)		\$2,565
Area Structure Plan (ASP)		\$2,565
Area Redevelopment Plan (ARP)		\$2,565

JW CC

Redistricting Refunds		
Prior to circulation/advertising		75% of fee
Prior to Completion of Public Hearing Report & After circulation/advertising		25% of fee
After Completion of Public Hearing Report		\$0

Bylaw Creation/Adoption		
ASP		\$3,075
ARP		\$3,075
DC Creation		\$2,050

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Development Permits

Single/Duplex Residential	<i>(Apply to RE, R1A, R1B, R1B-1, R2, RMHC, RMHS and DC-RMHC zones)</i>	\$155
Multifamily	<i>(Applies to R3, R4 and DC-TCE zones)</i>	\$155 application fee, plus \$50 per unit over 2 units
Mixed Use or Non-Residential	<i>(Applies to C1, C2, C3, LC, RMX, HI, LI, PS, BD, IP, UR and other DC zones)</i>	\$205 plus \$25 per unit over 2 units
Accessory Building - Shed		\$55
Accessory Building - Other		\$105
Change of Use/Addition of Use		\$105
Special Events (7 Days or More)		\$105
Tent Structure (Non-Profit)	<i>On Public Property</i>	\$100 Security deposit; refunded upon satisfactory cleanup
Tent Structure (For-Profit)	<i>7 Days or More in Duration</i>	\$25
Temporary Use/Temporary Building		\$105

Pre-Development Lot Grading and/or Clearing and/or Excavation Permit		
<i>For all the land that is being cleared to accommodate a phase of development.</i>		\$205 per hectare or part thereof

Sign Permit		
Permanent		\$105
Portable or Temporary		\$55
Sandwich Board	<i>Per Event</i>	\$25
	<i>For 1 Year</i>	\$55
Billboard		\$205
Election Signs		per election bylaw
Home Based Business		
Major	-	\$80
Minor	-	\$55

Discretionary Use or Development Requiring a Variance		
To Development Officer		\$55 plus regular DP fee
To Municipal Planning Commission		\$55 plus regular DP fee

Permit Cancellation		
Permit not requiring a variance	<i>Permit Not yet issued</i>	75% of original fee returned
	<i>After Issuance of Permit</i>	\$0
Permit requiring a variance	<i>Prior to circulation</i>	75% of original fee returned
	<i>After circulation</i>	25% of original fee returned

Resubmission and Re-Examination of Plans		
City's Request		\$0
Applicant's 1st Request		25% of Original Fee
Applicant's 2nd Request		50% of Original Fee

Applicant's 3rd Request	Reapplication
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Penalty	
First Offence	Double the Applicable permit fee, plus costs associated with issuance and removal of Stop Order if applicable
Second Offence and each offence following	Triple the Applicable permit fee, plus costs associated with issuance and removal of Stop Order if applicable

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Other Fees		
Addressing Change	<i>Applicant Request</i>	\$105 per unit
	<i>City Request</i>	\$0
Appeals to Subdivision & Development Appeal Board	<i>Appeal of Development Officer Decision</i>	\$260 per person per application (non-refundable)
	<i>Appeal of MPC Decision</i>	\$515 per person per application (non-refundable)
Certificate of Title Search		\$30 per Title (This service only applies when it is a requirement for a Planning & Development Application)
Change to Municipal Reserve Designation Application		\$1,540
Compliance Certificates	<i>Regular Request</i>	\$105
	<i>Expedited Request</i>	\$205
Type 1 Development Agreement Administrative Fee*	* Fee includes one CCC & one FAC inspection. Fees for additional inspections will be at the discretion of the Manager of Engineering.	\$5,125
Type 2 Development Agreement Administrative Fee	* Fee Does Not include CCC or FAC inspection cost	\$2,565
Development Agreement Amendment Fee	<i>First Amendment</i>	\$515
	<i>Second Amendment and each amendment following</i>	\$1,025
	<i>City's Request</i>	\$0
Show Home Agreement Administrative Fee		\$1,025
Sidewalk, Curb & Gutter Construction Permit		\$205 + GST
Construction Completion Certificate (CCC) Inspection Fee		\$1,540 + GST
Final Acceptance Certificate (FAC) Inspection Fee		\$1,540 + GST
Development Completion Deposit	* Deposit to be refunded upon completion of development to the satisfaction of the City of Cold Lake	Minor Developments \$1,500*
		Major Developments \$5,000*
Non-Occupancy Assurance Deposit	* Deposit to be refunded upon issuance of CCC	\$10,000*
Discharge of Caveat	<i>Single Caveat over multiple Titles</i>	\$105 per request
	<i>Single Title with multiple Caveats</i>	\$105 per request
Encroachment Agreement (See Encroachment Policy for Definition of 'Major' and 'Minor' Encroachments)	<i>Minor Encroachment</i>	\$260 plus any other related fees (e.g. survey, legal, etc.)
	<i>Major Encroachment</i>	\$1,025 plus any other related fees (e.g. survey, legal, etc.)
Letter of Zoning Confirmation		\$30
Land Sale Admin Fee	<i>Commercial</i>	\$2,565
	<i>Residential</i>	\$1,540
Lane/Road Closure Application		\$1,540
PUL Licensing Request	<i>Application Fee</i>	\$515
	<i>Annual Renewal Fee (non-transferable)</i>	\$25
Documents	<i>Municipal Development Plan</i>	\$40 plus GST
	<i>Intermunicipal Development Plan</i>	\$40 plus GST

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	<i>Land Use Bylaw</i>	\$50 plus GST
	<i>Area Structure Plans</i>	\$30 plus GST
	<i>Area Redevelopment Plans</i>	\$30 plus GST
	<i>Outline Plans</i>	\$10 plus GST
Photocopying Charges		Set by a separate bylaw for all City departments.

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Schedule "B"

Bylaw No. 846-DA-24

The Inspections Group Inc.

Building Permit Fee Schedule

Residential

Single Family Residential (These fees apply to Single Detached and Duplex Dwellings)	Main Floor	\$1.10 per sq. ft
	Second or Third Story	\$0.74 per sq. ft.
	Basement Development	\$0.32 per sq. ft.
	Garage & Accessory Buildings	\$0.32 per sq. ft.
	Secondary Suites	\$0.41 per sq. ft.
Minimum Residential Building Permit Fee		\$105
Foundation Only		\$0.44 per sq. ft.
Decks		\$0.26 per sq. ft. (\$105 minimum fee)
Garden/Storage Sheds over 110 ft ²		\$105
Wood Stove		\$105
Residential Demolition		\$105
Geothermal Heating		\$265
Manufactured or Ready to Move (RTM) Home Installation	With AMA Label	\$212 (Flat Fee)
	Without AMA Label	\$424 (Flat Fee)

Multifamily Residential

Minimum Building Permit Fee	\$265
Multifamily	\$6.30/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.30x500=\$3150)
Renovations	

Commercial

Minimum Commercial Building Permit Fee	\$265
Change of Occupancy Permit	Same as Minimum Commercial Building Permit Fee
Commercial	\$6.30/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.30x500=\$3150)
Renovations	\$6.30/per \$1000 (e.g. an estimated renovation cost of \$500,000 would have a permit cost of \$6.30x500=\$3150)
Commercial Demolition	\$6.30/per \$1000 with a minimum fee of \$265 (e.g. an estimated demolition cost of \$500,000 would have a permit cost of \$6.30x500=\$3150)
Pylon Sign	\$6.30/per \$1000 with a minimum fee of \$265 (e.g. an estimated construction cost of \$500,000 would have a permit cost of \$6.30x500=\$3150)

Other

Other	\$6.30/per \$1000 (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.30x500=\$3150)
Tent Structure (For-Profit Organization)	\$105

NOTE* All Building Permit fees are subject to an Additional 4.0% Safety Code Fee (Minimum charge \$4.50 and Maximum of \$560.00)

Penalties	Commencing work without obtaining the required permit(s) will result in permit fees being doubled up to a maximum \$500 surcharge per permit.
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Permit Cancellation Refunds

Plans Review Report Completed but Permit Not Yet Issued	75% of permit fee returned
Within 30 Days of Plan Review Report Completed and Permit Issued and No Work Started	50% of permit fee returned
After 30 Days of Plan Review Report Completed and Permit Issued	\$0

Safety Code Council and Administrative Fees

Safety Code Fees

All Gas, Plumbing, and Electrical Permit fees are Subject to an additional 4.0 % Safety Code Fee (Minimum charge of \$4.50 and Maximum of \$560.00)

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Administration Fees		
All Gas, Plumbing, and Electrical Permit fees are Subject to an additional \$25.00 Administration fee.		
Point of Manufacture Inspection Fee		
A \$1,300 inspection fee will be charged in addition to the standard permit fees where inspectors must travel outside of the Cold Lake Trading Area to inspect modular or pre-fabricated components at the point of manufacture. This inspection fee is subject to the \$25.00 permit administration fee.		
Special Events Inspections		
Special Events Inspections	For inspections during business hours	\$250.00 + Applicable Permit Fee
	For inspections after hours & weekends	\$500.00 + Applicable Permit Fee
Reopening of Closed Files		
A \$75.00 Administrative Fee will be charged to reopen any closed permit file.		
Permit Extensions		
A \$150.00 Administrative Fee will be charged to extend any permit for one (1) year beyond the maximum timeframe for a final inspection as established by the City of Cold Lake Quality Management Plan		
Variance Fee		
A fee of \$125/hour will be charged where an applicant is requesting a unique installation that does not conform to the applicable code but is equivalent or better than the code requirement.		
Reinspections		
* The Inspections Group Inc. reserves the right to charge an additional \$100 + GST for re-inspections		

Plumbing Permit Fee Schedule			
Residential		Private Sewage Permits	
No. of Fixtures	Fee		
1 to 5	\$118		Holding tank only
6 to 10	\$230		Open discharge system
11 to 15	\$274		Septic to muni. System
16 to 20	\$314		Private sewage system
Note: Add \$6.23 for each Fixture over 20			Inspection of existing PSDS (includes GST) (includes GST)
Commercial		Penalties	
No. of Fixtures	Fee	No. of Fixtures	Fee
1	\$89	41	\$398
2	\$89	42	\$405
3	\$89	43	\$415
4	\$95	44	\$420
5	\$107	45	\$428
6	\$121	46	\$435
7	\$130	47	\$441
8	\$141	48	\$449
9	\$153	49	\$457
10	\$166	50	\$463
11	\$174	51	\$471
12	\$182	52	\$475
13	\$190	53	\$481
14	\$199	54	\$487
15	\$198	55	\$492
16	\$208	56	\$499
17	\$225	57	\$505
18	\$232	58	\$510
19	\$242	59	\$516
20	\$248	60	\$520
21	\$257	61	\$527
22	\$265	62	\$534
23	\$271	63	\$538
24	\$276	64	\$543
25	\$284	65	\$550
26	\$293	66	\$557
27	\$298	67	\$562
28	\$307	68	\$567

Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit

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29	\$313	69	\$574
30	\$319	70	\$578
31	\$328	71	\$583
32	\$334	72	\$589
33	\$341	73	\$596
34	\$350	74	\$602
35	\$356	75	\$607
36	\$362	76	\$613
37	\$371	77	\$619
38	\$378	78	\$624
39	\$385	79	\$628
40	\$391	80	\$637

Note: Add \$3.84 for each Fixture over 80

The Inspections Group Inc.

Gas Permit Fee Schedule				
Non-Residential Gas Installations		Residential Gas Installations		Temporary Heating
BTU Input	Fee	No. of Outlets	Fee	Type of Installation
10,000	\$89	1 to 2	\$94	Residential (individual meters): Temporary Propane Heating
20,000	\$89	3 to 5	\$181	Temporary Natural Gas Heating
30,000	\$89	6 to 10	\$304	Multi-family/Commercial Temporary Heating
40,000	\$89	11 to 15	\$356	Installations will be calculated by the Non-Residential BTU Input Fee Schedule
50,000	\$89	Note: Add \$11.14 for each outlet over 15		
60,000	\$89			
70,000	\$89			
80,000	\$95	Commercial/Industrial Heating Appliance Replacement (per unit)		Penalties Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit
90,000	\$103	BTU Input	Fee	
100,000	\$110	0 - 400,000	\$89	
110,000	\$119	400,001 - 5,000,000	\$146	
120,000	\$126	Over 5,000,000	\$391	
130,000	\$132			
140,000	\$141	Propane Tank Sets (New or Replacement)		
150,000	\$147	Type of Installation	Fee	
170,000	\$154	Propane Tank Sets	\$89	
190,000	\$160	Gas or Propane Cylinder		
210,000	\$170	Refill Centres	\$146	
230,000	\$175			
250,000	\$182			
300,000	\$188			
350,000	\$195			
400,000	\$204			
450,000	\$210			
500,000	\$220			
550,000	\$225			
600,000	\$231			
650,000	\$238			
700,000	\$245			
750,000	\$251			
800,000	\$262			
850,000	\$268			
900,000	\$274			
950,000	\$281			
1,000,000	\$288			

Note: Add \$8.93 for each 100,000 BTUs over 1,000,000 BTUs

The Inspections Group Inc.

Electrical Permit Fee Schedule		
Single Family Residential		
Sq. Footage Developed	Fee	Other
		Minimum Permit

NCC

0 - 500	\$103	Temporary Service
501 - 1,000	\$197	Service Change/Connection
1,001 - 1,500	\$246	Mobile Home Connection
1,501 - 2,000	\$297	Accessory Buildings (under 850 ft ²)
2,001 - 2,500	\$317	
2,501 - 3,000	\$382	
3,001 and above	\$504	Accessory Buildings (850 ft ² and Above)

Permit Fees for Residential Solar Installations Shall be Calculated by the Installation Cost per the Electrical Contractor's Fee Schedule Below

All Other Than Single Family Residential

Electrical Contractor's Fee Schedule				Other
Installation Cost (\$)	Fee	Installation Cost (\$)	Fee	Minimum Permit
0-1000	\$89	38,000.01 - 39,000	\$490	Annual Electrical Permit Fee
1000.01-1500	\$107	39,000.01 - 40,000	\$497	Penalties
1,500.01 - 2,000	\$121	40,000.01 - 41,000	\$505	
2,000.01 - 2,500	\$130	41,000.01 - 42,000	\$511	Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit.
2,500.01 - 3,000	\$142	42,000.01 - 43,000	\$518	
3,000.01 - 3,500	\$153	43,000.01 - 44,000	\$524	
3,500.01 - 4,000	\$163	44,000.01 - 45,000	\$534	
4,000.01 - 4,500	\$174	45,000.01 - 46,000	\$539	
4,500.01 - 5,000	\$184	46,000.01 - 47,000	\$547	
5,000.01 - 5,500	\$192	47,000.01 - 48,000	\$554	
5,500.01 - 6,000	\$203	48,000.01 - 49,000	\$562	
6,000.01 - 6,500	\$212	49,000.01 - 50,000	\$569	
6,500.01 - 7,000	\$223	50,000.01 - 60,000	\$605	
7,000.01 - 7,500	\$231	60,000.01 - 70,000	\$640	
7,500.01 - 8,000	\$242	70,000.01 - 80,000	\$677	
8,000.01 - 8,500	\$250	80,000.01 - 90,000	\$710	
8,500.01 - 9,000	\$265	90,000.01 - 100,000	\$747	
9,000.01 - 9,500	\$273	100,000.01 - 110,000	\$781	
9,500.01 - 10,000	\$283	110,000.01 - 120,000	\$817	
10,000.01 - 11,000	\$290	120,000.01 - 130,000	\$854	
11,000.01 - 12,000	\$297	130,000.01 - 140,000	\$889	
12,000.01 - 13,000	\$306	140,000.01 - 150,000	\$923	
13,000.01 - 14,000	\$312	150,000.01 - 160,000	\$959	
14,000.01 - 15,000	\$318	160,000.01 - 170,000	\$996	
15,000.01 - 16,000	\$327	170,000.01 - 180,000	\$1,031	
16,000.01 - 17,000	\$333	180,000.01 - 190,000	\$1,069	
17,000.01 - 18,000	\$339	190,000.01 - 200,000	\$1,138	
18,000.01 - 19,000	\$349	200,000.01 - 210,000	\$1,173	
19,000.01 - 20,000	\$354	210,000.01 - 220,000	\$1,208	
20,000.01 - 21,000	\$361	220,000.01 - 230,000	\$1,245	
21,000.01 - 22,000	\$368	230,000.01 - 240,000	\$1,282	
22,000.01 - 23,000	\$377	240,000.01 - 250,000	\$1,316	
23,000.01 - 24,000	\$383	250,000.01 - 300,000	\$1,425	
24,000.01 - 25,000	\$390	300,000.01 - 350,000	\$1,530	
25,000.01 - 26,000	\$397	350,000.01 - 400,000	\$1,636	
26,000.01 - 27,000	\$403	400,000.01 - 450,000	\$1,743	
27,000.01 - 28,000	\$411	450,000.01 - 500,000	\$1,850	
28,000.01 - 29,000	\$419	500,000.01 - 550,000	\$1,956	
29,000.01 - 30,000	\$426	550,000.01 - 600,000	\$2,063	
30,000.01 - 31,000	\$432	600,000.01 - 650,000	\$2,175	
31,000.01 - 32,000	\$440	650,000.01 - 700,000	\$2,277	
32,000.01 - 33,000	\$448	700,000.01 - 750,000	\$2,385	
33,000.01 - 34,000	\$454	750,000.01 - 800,000	\$2,491	
34,000.01 - 35,000	\$461	800,000.01 - 850,000	\$2,600	
35,000.01 - 36,000	\$469	850,000.01 - 900,000	\$2,704	
36,000.01 - 37,000	\$475	900,000.01 - 950,000	\$2,811	
37,000.01 - 38,000	\$482	950,000.01 - 1,000,000	\$2,819	
Permit fee for installation cost over \$1,000,000 is \$102.74 per \$100,000 of the installation cost				

NCC