

**CITY OF COLD LAKE  
BYLAW NO. 893-DA-26  
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 That Bylaw No. 846-DA-24 is hereby repealed.

**SECTION 4 – ENACTMENT**

4. This Bylaw shall come into full force and effect on the date it is passed.

**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 13<sup>th</sup> day of January, A.D. 2026, on motion by Councillor Bailey.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 13<sup>th</sup> day of January, A.D. 2026 on motion by Councillor Vining.

**CARRIED  
UNANIMOUSLY**

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

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 13<sup>th</sup> day of January, A.D. 2026, on motion by Councillor Weber.

**CARRIED  
UNANIMOUSLY**

**Executed this 20<sup>th</sup> day of January, 2026**

**CITY OF COLD LAKE**



**CHIEF ADMINISTRATIVE OFFICER**

## Schedule 'A'

### Subdivision

Detached & Duplex Residential	<i>Per lot</i>	\$215
	<i>Minimum Fee</i>	\$1,075
Multi-Unit Residential	<i>Per lot</i>	\$275
	<i>Minimum Fee</i>	\$1,615
Commercial	<i>Per lot</i>	\$275
	<i>Minimum Fee</i>	\$1,615
Other	<i>Per lot</i>	\$275
	<i>Minimum Fee</i>	\$1,615
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>	\$325
	<i>Minimum Fee</i>	\$540
	<i>Maximum Fee</i>	\$1,615
Changes to Tentative Plans	<i>Prior to circulation</i>	\$165
	<i>Prior to report &amp; After circulation</i>	50% of original fee
	<i>After Report &amp; Before Sub. Authority Approval</i>	75% of original fee
	<i>After Sub. Authority Approval</i>	Reapplication
Subdivision Approval Extension	<i>First Request</i>	\$275
	<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>	\$540
	<i>Applicant's Request 2nd</i>	\$540
	<i>Applicant's Request 3rd</i>	Reapplication
	<i>City's Request</i>	\$0
Subdivision Approval Cancellation		\$275
<b><i>Condominium Endorsements</i></b>		
Bareland Condominiums	Subject to Subdivision Fee as per above + \$40 per unit Endorsement Fee	
Other Condominium Plans	\$40 per unit Endorsement Fee	
<b><i>Subdivision Endorsement</i></b>		
<i>No phases</i>		\$275
<i>Phases</i>		\$275 per phase
<b><i>Registered Plan Cancellation</i></b>		
Same Cost as to Create Subdivision		
<b><i>Subdivision Refunds</i></b>		
Prior to circulation		75% of fee
Prior to completion of report & after circulation		25% of fee
After completion of report		\$0

## ***Bylaw Amendments***

Land Use Bylaw (LUB)	<i>Rezoning (Per Zone Change)</i>	\$1,075
	<i>Document Amendment (creation of a new zone/district or amendment to any text)</i>	\$2,155
Municipal Development Plan (MDP)		\$2,695
Area Structure Plan (ASP)		\$2,695
Area Redevelopment Plan (ARP)		\$2,695
<b><i>Redistricting Refunds</i></b>		
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
<b><i>Bylaw Creation/Adoption</i></b>		
ASP		\$3,230
ARP		\$3,230
DC Creation		\$2,155

## ***Development Permits***

Single/Duplex Residential	<i>(Apply to RE, RIA, R1B, R1B-1, R2, RMHC, RMHS and DC-RMHC zones)</i>	\$165
Multifamily	<i>(Applies to R3, R4 and DC-TCE zones)</i>	\$160 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>	\$215 plus \$25 per unit over 2 units
Accessory Building - Shed		\$60
Accessory Building - Other		\$110
Change of Use/Addition of Use		\$110
Special Events (7 Days or More)		\$110
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		\$110
<i>Pre-Development Lot Grading and/or Clearing and/or Excavation Permit</i>		
<i>For all the land that is being cleared to accommodate a phase of development.</i>		\$215 per hectare or part thereof
<i>Sign Permit</i>		
Permanent		\$110
Portable or Temporary		\$60
Sandwich Board	<i>Per Event</i>	\$25
	<i>For 1 Year</i>	\$60
Billboard		\$215
Election Signs		per election bylaw
<i>Home Based Business</i>		
Major	-	\$85
Minor	-	\$60
<i>Discretionary Use or Development Requiring a Variance</i>		
To Development Officer		\$60 plus regular DP fee
To Municipal Planning Commission		\$60 plus regular DP fee
<i>Permit Cancellation</i>		
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
<i>Resubmission and Re-Examination of Plans</i>		
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
<i>Penalty</i>		
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	

## Other Fees

Addressing Change	<i>Applicant Request</i> <i>City Request</i>	\$110 per unit \$0
Appeals to Subdivision & Development Appeal Board	<i>Appeal of Development Officer Decision</i>	\$275 per person per application (non-refundable)
	<i>Appeal of MPC Decision</i>	\$540 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		\$1,615
Compliance Certificates	<i>Regular Request</i>	\$110
	<i>Expedited Request</i>	\$215
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.	\$5,380
Type 2 Development Agreement Administrative Fee	* Fee Does Not include CCC or FAC inspection cost	\$2,695
Development Agreement Amendment Fee	<i>First Amendment</i>	\$540
	<i>Second Amendment and each amendment following</i>	\$1,075
	<i>City's Request</i>	\$0
Show Home Agreement Administrative Fee		\$1,075
Sidewalk, Curb & Gutter Construction Permit		\$215 + GST
Construction Completion Certificate (CCC) Inspection Fee		\$1,615 + GST
Final Acceptance Certificate (FAC) Inspection Fee		\$1,615 + 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
Letter of Zoning Confirmation		\$30
Land Sale Admin Fee	<i>Commercial</i>	\$2,690
	<i>Residential</i>	\$1,615
Lane/Road Closure Application		\$1,615
PUL Licensing Request	<i>Application Fee</i>	\$540
	<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
	<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.

\* 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

**Schedule 'B'**  
**The Inspections Group Inc.**  
**Building Permit Fee Schedule**

*Residential*

Single Family Residential (These fees apply to Single Detached and Duplex Dwellings)	Main Floor	\$1.13 per sq. ft
	Second or Third Story	\$0.76 per sq. ft.
	Basement Development	\$0.33 per sq. ft.
	Garage & Accessory Buildings	\$0.33 per sq. ft.
	Secondary Suites	\$0.42 per sq. ft.
Minimum Residential Building Permit Fee		\$108
Foundation Only		\$0.45 per sq. ft.
Decks		\$0.27 per sq. ft. (\$108 minimum fee)
Garden/Storage Sheds over 110 ft <sup>2</sup>		\$108
Wood Stove		\$108
Residential Demolition		\$108
Geothermal Heating		\$273
Manufactured or Ready to Move (RTM) Home Installation	With AMA Label	\$218 (Flat Fee)
	Without AMA Label	\$437 (Flat Fee)

*Multifamily Residential*

Minimum Multifamily Building Permit Fee	\$273
Multifamily	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)
Renovations	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)

*Commercial*

Minimum Commercial Building Permit Fee	\$273
Change of Occupancy Permit	\$273
Commercial	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)
Renovations	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)
Commercial Demolition	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)
Pylon Sign	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)

*Other*

Other	\$6.49/per \$1000 with a \$273 minimum fee (e.g. an estimated building cost of \$500,000 would have a permit cost of \$6.49x500=\$3,245)
Tent Structure (For-Profit Organization)	\$108

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

<i>Penalties</i>	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)

### ***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.

### ***Re-inspections***

\*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	Holding tank only	\$126
1 to 5		\$121	Open discharge system	\$130
6 to 10		\$237	Septic to muni. System	\$157
11 to 15		\$282	Private sewage system	\$163
16 to 20		\$323	Inspection of existing PSDS (includes GST)	\$356
Note: Add \$6.42 for each Fixture over 20				
Commercial			Penalties	
No. of Fixtures	Fee	No. of Fixtures	Fee	Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit
1	\$92	41	\$410	
2	\$92	42	\$417	
3	\$92	43	\$427	
4	\$98	44	\$433	
5	\$110	45	\$440	
6	\$125	46	\$448	
7	\$134	47	\$455	
8	\$145	48	\$462	
9	\$157	49	\$471	
10	\$170	50	\$476	
11	\$179	51	\$485	
12	\$188	52	\$490	
13	\$196	53	\$495	
14	\$205	54	\$502	
15	\$204	55	\$507	
16	\$214	56	\$514	
17	\$232	57	\$520	
18	\$239	58	\$526	
19	\$249	59	\$531	
20	\$256	60	\$535	
21	\$264	61	\$543	
22	\$273	62	\$550	
23	\$279	63	\$554	
24	\$284	64	\$559	
25	\$293	65	\$566	
26	\$302	66	\$574	
27	\$307	67	\$579	
28	\$316	68	\$584	
29	\$322	69	\$591	
30	\$329	70	\$596	
31	\$338	71	\$601	
32	\$344	72	\$606	
33	\$351	73	\$614	
34	\$361	74	\$620	
35	\$367	75	\$625	
36	\$373	76	\$632	
37	\$382	77	\$637	
38	\$389	78	\$643	
39	\$397	79	\$647	
40	\$403	80	\$656	
Note: Add \$3.96 for each Fixture over 80				

Gas Permit Fee Schedule					
Non-Residential Gas Installations		Residential Gas Installations		Temporary Heating	
BTU Input	Fee	No. of Outlets	Fee	Type of Installation Fee	
10,000	\$92	1 to 2	\$97	<b>Residential (individual meters):</b> Temporary Propane Heating \$92 Temporary Natural Gas Heating \$92 <b>Multi-family/Commercial Temporary Heating</b> Installations will be calculated by the Non-Residential BTU Input Fee Schedule	
20,000	\$92	3 to 5	\$187		
30,000	\$92	6 to 10	\$314		
40,000	\$92	11 to 15	\$367		
50,000	\$92	Note: Add \$11.47 for each outlet over 15			
60,000	\$92				
70,000	\$92	<b>Commercial/Industrial Heating Appliance Replacement (per unit)</b>		<b>Penalties</b> Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit	
80,000	\$98				
90,000	\$106				
100,000	\$114	0 - 400,000	\$92		
110,000	\$122	400,001 - 5,000,000	\$151		
120,000	\$130	Over 5,000,000	\$403		
130,000	\$135	<b>Propane Tank Sets (New or Replacement)</b>		<b>Type of Installation Fee</b> Propane Tank Sets \$92 Gas or Propane Cylinder Refill Centres \$151	
140,000	\$145				
150,000	\$152				
170,000	\$158				
190,000	\$165				
210,000	\$175				
230,000	\$180			Gas or Propane Cylinder Refill Centres \$151	
250,000	\$188				
300,000	\$193				
350,000	\$201				
400,000	\$210				
450,000	\$216				
500,000	\$226				
550,000	\$232				
600,000	\$238				
650,000	\$245				
700,000	\$252				
750,000	\$259				
800,000	\$270				
850,000	\$276				
900,000	\$282				
950,000	\$290				
1,000,000	\$296				
Note: Add \$9.20 for each 100,000 BTUs over 1,000,000 BTUs					

Electrical Permit Fee Schedule			
Single Family Residential			
Sq. Footage Developed		Fee	Other
0 - 500		\$106	Minimum Permit \$93
501 - 1,000		\$203	Temporary Service \$104
1,001 - 1,500		\$254	Service Change/Connection \$165
1,501 - 2,000		\$306	Mobile Home Connection \$122
2,001 - 2,500		\$327	Accessory Buildings (under 850 ft <sup>2</sup> ) \$125
2,501 - 3,000		\$393	Accessory Buildings (850 ft <sup>2</sup> ) \$245
3,001 and above		\$519	and Above
Permit Fees for Residential Solar Installations Shall be Calculated by the Installation Cost per the Electrical Contractor's Fee Schedule Below			
All Installations Other Than Single Family Residential			
Electrical Contractor's Fee Schedule			Other
Installation Cost (\$)	Fee	Installation Cost (\$)	Fee
0-1000	\$92	38,000.01 - 39,000	\$505
1000.01-1500	\$110	39,000.01 - 40,000	\$511
1,500.01 - 2,000	\$125	40,000.01 - 41,000	\$520
2,000.01 - 2,500	\$134	41,000.01 - 42,000	\$527
2,500.01 - 3,000	\$146	42,000.01 - 43,000	\$533
3,000.01 - 3,500	\$157	43,000.01 - 44,000	\$540
3,500.01 - 4,000	\$168	44,000.01 - 45,000	\$550
4,000.01 - 4,500	\$179	45,000.01 - 46,000	\$555
4,500.01 - 5,000	\$189	46,000.01 - 47,000	\$564
5,000.01 - 5,500	\$198	47,000.01 - 48,000	\$570
5,500.01 - 6,000	\$209	48,000.01 - 49,000	\$579
6,000.01 - 6,500	\$219	49,000.01 - 50,000	\$586
6,500.01 - 7,000	\$229	50,000.01 - 60,000	\$623
7,000.01 - 7,500	\$238	60,000.01 - 70,000	\$659
7,500.01 - 8,000	\$249	70,000.01 - 80,000	\$697
8,000.01 - 8,500	\$258	80,000.01 - 90,000	\$731
8,500.01 - 9,000	\$273	90,000.01 - 100,000	\$769
9,000.01 - 9,500	\$281	100,000.01 - 110,000	\$804
9,500.01 - 10,000	\$292	110,000.01 - 120,000	\$841
10,000.01 - 11,000	\$298	120,000.01 - 130,000	\$880
11,000.01 - 12,000	\$306	130,000.01 - 140,000	\$916
12,000.01 - 13,000	\$315	140,000.01 - 150,000	\$951
13,000.01 - 14,000	\$321	150,000.01 - 160,000	\$988
14,000.01 - 15,000	\$328	160,000.01 - 170,000	\$1,026
15,000.01 - 16,000	\$337	170,000.01 - 180,000	\$1,062
16,000.01 - 17,000	\$343	180,000.01 - 190,000	\$1,101
17,000.01 - 18,000	\$350	190,000.01 - 200,000	\$1,172
18,000.01 - 19,000	\$360	200,000.01 - 210,000	\$1,209
19,000.01 - 20,000	\$365	210,000.01 - 220,000	\$1,245
20,000.01 - 21,000	\$372	220,000.01 - 230,000	\$1,283
21,000.01 - 22,000	\$379	230,000.01 - 240,000	\$1,320
22,000.01 - 23,000	\$388	240,000.01 - 250,000	\$1,355
23,000.01 - 24,000	\$394	250,000.01 - 300,000	\$1,468
24,000.01 - 25,000	\$402	300,000.01 - 350,000	\$1,576
25,000.01 - 26,000	\$409	350,000.01 - 400,000	\$1,685
26,000.01 - 27,000	\$415	400,000.01 - 450,000	\$1,795
27,000.01 - 28,000	\$423	450,000.01 - 500,000	\$1,906
28,000.01 - 29,000	\$432	500,000.01 - 550,000	\$2,015
29,000.01 - 30,000	\$439	550,000.01 - 600,000	\$2,125
30,000.01 - 31,000	\$445	600,000.01 - 650,000	\$2,240
31,000.01 - 32,000	\$453	650,000.01 - 700,000	\$2,345
32,000.01 - 33,000	\$461	700,000.01 - 750,000	\$2,456
33,000.01 - 34,000	\$468	750,000.01 - 800,000	\$2,566
34,000.01 - 35,000	\$475	800,000.01 - 850,000	\$2,678
35,000.01 - 36,000	\$483	850,000.01 - 900,000	\$2,785
36,000.01 - 37,000	\$490	900,000.01 - 950,000	\$2,896
37,000.01 - 38,000	\$496	950,000.01 - 1,000,000	\$2,903
Permit fee for installation cost over \$1,000,000 is \$105.82 per \$100,000 of the installation cost			