

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 That Bylaw No. 830-DA-24 is hereby repealed.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

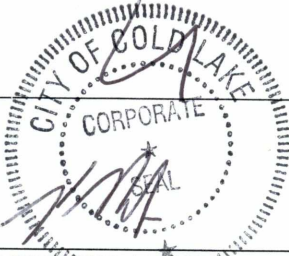
THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of December, A.D. 2024, on motion by Councillor Parker.

**CARRIED
UNANIMOUSLY**

Executed this 18th day of December, 2024

CITY OF COLD LAKE

MAYOR



CHIEF ADMINISTRATIVE OFFICER

<div>Schedule "A"</div> <div>Bylaw No. 846-DA-24</div>		
Subdivision		
Detached & Duplex Residential	Per lot	\$205
	Minimum Fee	\$1,025
Multi-Unit Residential	Per lot	\$260
	Minimum Fee	\$1,540
Commercial	Per lot	\$260
	Minimum Fee	\$1,540
Other	Per lot	\$260
	Minimum Fee	\$1,540
Boundary Adjustment	Per lot	Same as applicable Subdivision Fee
	Minimum Fee	Same as applicable Subdivision Fee
Outline Plan Review or Amendment	Per hectare	\$310
	Minimum Fee	\$515
	Maximum Fee	\$1,540
Changes to Tentative Plans	Prior to circulation	\$155
	Prior to report & After circulation	50% of original fee
	After Report & Before Sub. Authority Approval	75% of original fee
	After Sub. Authority Approval	Reapplication
Subdivision Approval Extension	First Request	\$260
	Second Request	New application must be made at current fee rates
	City's Request	\$0
Subdivision Application Extension	Applicant's Request 1st	\$515
	Applicant's Request 2nd	\$515
	Applicant's Request 3rd	Reapplication
	City's Request	\$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		
No phases		\$260
Phases		\$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)	Rezoning (Per Zone Change)	\$1,025
	Document Amendment (creation of a new zone/district or amendment to any text)	\$2,050
Municipal Development Plan (MDP)		\$2,565
Area Structure Plan (ASP)		\$2,565
Area Redevelopment Plan (ARP)		\$2,565

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

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

Sign Permit		
Permanent		\$105
Portable or Temporary		\$55
Sandwich Board	Per Event	\$25
	For 1 Year	\$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	Permit Not yet issued	75% of original fee returned
	After Issuance of Permit	\$0
Permit requiring a variance	Prior to circulation	75% of original fee returned
	After circulation	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	Applicant Request	\$105 per unit
	City Request	\$0
Appeals to Subdivision & Development Appeal Board	Appeal of Development Officer Decision	\$260 per person per application (non-refundable)
	Appeal of MPC Decision	\$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	Regular Request	\$105
	Expedited Request	\$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	First Amendment	\$515
	Second Amendment and each amendment following	\$1,025
	City's Request	\$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	Single Caveat over multiple Titles	\$105 per request
	Single Title with multiple Caveats	\$105 per request
Encroachment Agreement (See Encroachment Policy for Definition of 'Major' and 'Minor' Encroachments)	Minor Encroachment	\$260 plus any other related fees (e.g. survey, legal, etc.)
	Major Encroachment	\$1,025 plus any other related fees (e.g. survey, legal, etc.)
Letter of Zoning Confirmation		\$30
Land Sale Admin Fee	Commercial	\$2,565
	Residential	\$1,540
Lane/Road Closure Application		\$1,540
PUL Licensing Request	Application Fee	\$515
	Annual Renewal Fee (non-transferable)	\$25
Documents	Municipal Development Plan	\$40 plus GST
	Intermunicipal Development Plan	\$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.

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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 ft²		\$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.	
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.		
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		Holding tank only	
1 to 5		\$118		Open discharge system	
6 to 10		\$230		Septic to muni. System	
11 to 15		\$274		Private sewage system	
16 to 20		\$314		Inspection of existing PSDS (includes GST)	
Note: Add \$6.23 for each Fixture over 20				(includes GST)	
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	\$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		

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
				Type of Installation
BTU Input	Fee	No. of Outlets	Fee	Residential (individual meters):
10,000	\$89	1 to 2	\$94	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	
50,000	\$89	Note: Add \$11.14 for each outlet over 15		Installations will be calculated by the Non-Residential BTU Input Fee Schedule
60,000	\$89			
70,000	\$89	Commercial/Industrial Heating Appliance Replacement (per unit)		Penalties
80,000	\$95			
90,000	\$103	BTU Input	Fee	Commencement of work without the required permit(s) will result in double permit fees up to a maximum surcharge of \$100 per permit
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			
170,000	\$154	Type of Installation	Fee	
190,000	\$160	Propane Tank Sets	\$89	
210,000	\$170	Gas or Propane Cylinder	\$146	
230,000	\$175	Refill Centres		
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		Other
Fee	Minimum Permit	

NCL

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 ft²)
2,001 - 2,500			\$317	
2,501 - 3,000			\$382	
3,001 and above			\$504	Accessory Buildings (850 ft² 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				