

Building Services – Policy	
Subject: Re-Inspections Charges	Policy No. BS19-007
Effective Date: March 14, 2023	Replaces: None
Approved by: Jacob Forget, CBO	Type of Policy: Internal & External

Scope

This document is intended to provide a uniform and consistent approach to when calculating fees for additional inspection services related to building permits.

Application

The requirements below apply to all building permits whether an administrative performance deposit has been charged or not or whether a building permit is active or dormant.

Hourly Rates

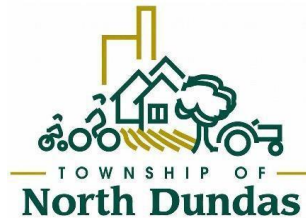
As per Schedule “A” of Bylaw No. 2023-29 all additional inspections are to be charged at the hourly rate. As the fees are automatically increased annually, hourly rates may change throughout the life of the building permit. As such, when a building permit is renewed or fees must be paid prior to booking a reinspection, the hourly rate to be used will be the one in effect at the time of the request/payment. Where an administrative performance deposit is being returned to the applicant and there are deductions for an additional reinspection(s), the hourly rates to be used will be those in effect at the time of the permit being closed, cancelled, or revoked.

Minimum Charges

- 1 hour: re-inspection for a failed inspection
- ½ hour: re-inspection for a failed inspection, if completed at the same time as another inspection that is not also a re-inspection
- ½ hour: review of documentation received for a failed inspection

Where Performance Deposit is Lost

When a permit has lost its administrative performance deposit, the applicable annual renewal fees will be required to be paid prior to scheduling an inspection. Any additional reinspection services will also be required to be paid prior to scheduling an inspection.



Permits without a Performance Deposit

Where an administrative performance deposit was not required as part of a building permit application (typically for smaller projects such as sheds and decks), if applicable, the permit will need to be renewed annually prior to scheduling an inspection. Where an inspection has failed, upon sending the inspection report, the Inspector will ensure that the report contains a notice with regards to additional cost for future re-inspection.

Staff Booking Inspections

Any person booking an inspection should first review if outstanding fees are required prior to scheduling the inspection or to confirm if the permit has expired. Where an inspection was scheduled and staff were not aware of outstanding fees, the fees will be required to be paid prior to the next inspection or if the case may be, in order to have the approved final inspection passed.

When booking a re-inspection for a project that does not have an administrative performance deposit, the person booking the inspection will add in the “Comments” section: any further failed inspection will require the owner, contractor, or applicant to pay the reinspection fee prior to scheduling another inspection. Additional reinspection fees should not be charged unless this notice was given in writing to the appropriate person.

Guide

The administrative performance deposit guide is to be given out along with the building permit when a deposit is required.

Partial Inspections

If an inspection request is for a partial inspection such as a partial framing inspection, there will not be any additional charges or deductions for this request.