

If you require this information in an alternate format, please contact the Accessibility Coordinator at [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or 1-800-354-7050 ext. 2327



## Report 2024-130

**Report Title:** Inspection Services Fees Update

**Committee Name:** Economic Development, Tourism and Planning

**Committee Meeting Date:** October 2, 2024

**Prepared by:** Dwayne Campbell  
Acting Director / Manager, Planning and Inspection Service  
Economic Development, Tourism and Strategic Initiatives

**Reviewed by:** Dan Borowec  
Director  
Economic Development, Tourism and Strategic Initiatives

**Approved by:** Jennifer Moore, CAO

**Council Meeting Date:** September 16, 2024

**Strategic Plan Priorities:**  Innovate for Service Excellence  
 Ignite Economic Opportunity  
 Foster a Thriving Community  
 Propel Sustainable Growth  
 Champion a Vibrant Future

---

### Information Report

“That the Economic Development, Tourism and Land Use Planning Committee receive Report 2024-130 ‘Inspection Services Fees Update for information; and

**Further That** the Committee recommend that County Council receive this report for information.”

---

### Purpose

This report introduces changes to plumbing and septic inspection fees charged as part of the building permit process.

### Background

The County has long standing service agreements with the member municipalities to administer and enforce the Building Code Act and Ontario Building Code Part 7, plumbing and Part 8, on-site sewage systems, on behalf of the member municipalities.

In accordance with these agreements, the County is responsible for preparing annual budgets and setting the fees and charges to administer and enforce plumbing and sewage inspection services. The current 3-year operating budget and long-term forecasts are below (refer to Figures 1 and 2). It is noted that increasing reliance on financing from inspection services reserves are anticipated for continued operations. An increase to Inspections Services fees and charges is needed to ensure the service remains viable and revenue neutral.

### **Consultations**

The proposed fee changes, service operating budgets and reserve fund information were shared with the municipal Chief Building Officials (CBO) group. Matters for clarification were discussed and there were no concerns from the CBO group about the proposed fee changes.

### **Legislative Authority / Risk Considerations**

The proposed fee changes are being proposed in accordance with the Building Code Act and Ontario Building Code. In accordance with the Building Code, the Economic Development, Tourism and Planning Committee is hosting a public meeting on October 2, 2024 for members of the public to provide feedback on the proposed fee changes.

### **Discussion / Options**

The proposed fee changes include increases to 22 existing fees; two new fees for plumbing and a sewage system demolitions; one fee removal for conditional permits, one fee reduction on development review; and, fee variations for building without a permit and septic system design changes before a permit is finalized. A summary table of the proposed changes is below (refer to Figure 3).

Following consideration of any feedback received at the public meeting, the final changes to plumbing and sewage fees will be considered by Council through an update to the County Fees and Charges By-law later this year. It is anticipated that any approved fee changes will come into effect in January 2025.

### **Financial Impact**

Plumbing and Sewage Inspection Services is financed exclusively from application and permit fees and the total amount of the fees cannot exceed the anticipated reasonable costs to administer and enforce the Service. There is no impact to the tax levy.

### **Member Municipality Impacts**

The proposed fee changes will ensure Plumbing and Septic Inspection Services remains viable to continue to provide inspection services on behalf of the member municipalities.

### **Conclusion / Outcomes**

An increase to plumbing and sewage inspection fees are needed to cover increased operations and overhead costs and reduce reliance on reserve financing. It is anticipated that the proposed fee changes will be incorporated into the County Fees and Charges By-law and come into effect in 2025.

### **Attachments**

N/A

Figure 1 – Plumbing Budget

|                                | 2024        | 2025        | 2026        | 2027<br>Forecast | 2028<br>Forecast | 2029<br>Forecast | 2030<br>Forecast | 2031<br>Forecast | 2032<br>Forecast | 2033<br>Forecast |
|--------------------------------|-------------|-------------|-------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Revenue</b>                 |             |             |             |                  |                  |                  |                  |                  |                  |                  |
| Plumbing Permit Fees           | 308,000.00  | 317,240.00  | 325,171.00  | 331,674.42       | 338,307.91       | 345,074.07       | 351,975.55       | 359,015.06       | 366,195.36       | 373,519.27       |
| <b>Expenses</b>                |             |             |             |                  |                  |                  |                  |                  |                  |                  |
| Salaries & Wages               | 179,339.91  | 186,513.51  | 193,974.05  | 201,733.01       | 209,802.33       | 218,194.42       | 226,922.20       | 235,999.09       | 245,439.05       | 255,256.61       |
| Benefits                       | 52,771.15   | 55,368.61   | 57,803.38   | 59,537.48        | 61,918.98        | 64,395.74        | 66,971.57        | 69,650.43        | 72,436.45        | 75,333.91        |
| Travel & Training              | 11,500.00   | 12,250.00   | 13,000.00   | 13,260.00        | 13,525.20        | 13,795.70        | 14,071.62        | 14,353.05        | 14,640.11        | 14,932.91        |
| Materials & Supplies           | 5,500.00    | 5,500.00    | 5,500.00    | 5,610.00         | 5,722.20         | 5,836.64         | 5,953.38         | 6,072.44         | 6,193.89         | 6,317.77         |
| Information Technology         | 1,000.00    | 1,000.00    | 1,000.00    | 1,020.00         | 1,040.40         | 1,061.21         | 1,082.43         | 1,104.08         | 1,126.16         | 1,148.69         |
| Utilities & Fuel               | 3,250.00    | 3,500.00    | 4,000.00    | 4,080.00         | 4,161.60         | 4,244.83         | 4,329.73         | 4,416.32         | 4,504.65         | 4,594.74         |
| Repairs & Maintenance          | 1,600.00    | 1,600.00    | 1,600.00    | 1,632.00         | 1,664.64         | 1,697.93         | 1,731.89         | 1,766.53         | 1,801.86         | 1,837.90         |
| Internal Chargebacks           | 52,668.00   | 58,062.50   | 58,202.69   | 59,366.74        | 60,554.08        | 61,765.16        | 63,000.46        | 64,260.47        | 65,545.68        | 66,856.60        |
| <b>Total Expenditures</b>      | 307,629.06  | 323,794.61  | 335,080.12  | 346,239.23       | 358,389.43       | 370,991.64       | 384,063.28       | 397,622.42       | 411,687.86       | 426,279.13       |
| <b>Capital and Investments</b> |             |             |             |                  |                  |                  |                  |                  |                  |                  |
| Vehicle replacement            | -           | 35,000.00   | -           | -                | -                | -                | -                | 70,000.00        | -                | 35,000.00        |
| Transfers to reserves          | 10,500.00   | 10,500.00   | 10,500.00   | 10,500.00        | 10,500.00        | 10,500.00        | 10,500.00        | 10,500.00        | 10,500.00        | 10,500.00        |
| <b>Financing</b>               |             |             |             |                  |                  |                  |                  |                  |                  |                  |
| Reserves - vehicle             | -           | (35,000)    | -           | -                | -                | -                | -                | (70,000.00)      | -                | (35,000.00)      |
| Reserves - operations          | (10,129.06) | (17,054.61) | (20,409.12) | (25,064.81)      | (30,581.52)      | (36,417.58)      | (42,587.73)      | (49,107.36)      | (55,992.50)      | (63,259.86)      |

Figure 2 – Septic Budget

|                                | 2024              | 2025              | 2026              | 2027<br>Forecast  | 2028<br>Forecast  | 2029<br>Forecast  | 2030<br>Forecast  | 2031<br>Forecast  | 2032<br>Forecast  | 2033<br>Forecast  |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Revenue</b>                 |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Septic Permit Fees             | 285,000.00        | 290,700.00        | 296,514.00        | 302,444.28        | 308,493.17        | 314,663.03        | 320,956.29        | 327,375.42        | 333,922.92        | 340,601.38        |
| <b>Expenses</b>                |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Salaries & Wages               | 179,339.91        | 186,513.51        | 193,974.05        | 201,733.01        | 209,802.33        | 218,194.42        | 226,922.20        | 235,999.09        | 245,439.05        | 255,256.61        |
| Benefits                       | 52,771.15         | 55,368.61         | 57,029.67         | 58,740.56         | 61,090.18         | 63,533.79         | 66,075.14         | 68,718.14         | 71,466.87         | 74,325.54         |
| Travel & Training              | 11,500.00         | 12,250.00         | 13,000.00         | 13,260.00         | 13,525.20         | 13,795.70         | 14,071.62         | 14,353.05         | 14,640.11         | 14,932.91         |
| Materials & Supplies           | 5,500.00          | 5,500.00          | 5,500.00          | 5,610.00          | 5,722.20          | 5,836.64          | 5,953.38          | 6,072.44          | 6,193.89          | 6,317.77          |
| Information Technology         | 1,000.00          | 1,000.00          | 1,000.00          | 1,020.00          | 1,040.40          | 1,061.21          | 1,082.43          | 1,104.08          | 1,126.16          | 1,148.69          |
| Utilities & Fuel               | 3,250.00          | 3,500.00          | 4,000.00          | 4,080.00          | 4,161.60          | 4,244.83          | 4,329.73          | 4,416.32          | 4,504.65          | 4,594.74          |
| Repairs & Maintenance          | 1,800.00          | 1,800.00          | 1,800.00          | 1,836.00          | 1,872.72          | 1,910.17          | 1,948.38          | 1,987.35          | 2,027.09          | 2,067.63          |
| Internal Chargebacks           | 50,257.56         | 55,537.40         | 55,588.81         | 56,700.59         | 57,834.60         | 58,991.29         | 60,171.12         | 61,374.54         | 62,602.03         | 63,854.07         |
| <b>Total Expenditures</b>      | <b>305,418.62</b> | <b>321,469.51</b> | <b>331,892.52</b> | <b>342,980.15</b> | <b>355,049.23</b> | <b>367,568.06</b> | <b>380,553.99</b> | <b>394,025.01</b> | <b>407,999.86</b> | <b>422,497.97</b> |
| <b>Capital and Investments</b> |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Vehicle replacement            | -                 | 35,000.00         | -                 | -                 | -                 | -                 | -                 | 70,000.00         | -                 | 35,000.00         |
| Transfers to reserves          | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         | 10,500.00         |
| <b>Financing</b>               |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Reserves - vehicle             | -                 | (35,000)          | -                 | -                 | -                 | -                 | -                 | (70,000.00)       | -                 | (35,000.00)       |
| Reserves - operations          | (30,918.62)       | (41,269.51)       | (45,878.52)       | (51,035.87)       | (57,056.06)       | (63,405.03)       | (70,097.70)       | (77,149.60)       | (84,576.93)       | (92,396.59)       |

Figure 3 – Proposed Fee Changes

Plumbing Fees

|  | Current Fee                    | Proposed  | Notes  |
|--|--------------------------------|-----------|--|
| Residential and Industrial/Commercial/Institutional (ICI) Base Fee (Includes maximum of 6 inspections) | \$150.00                       | \$165.00  |  |
| Plan Review (Included but not limited to all ICI and Multi-Residential buildings)                      | \$100.00                       | No change |  |
| Rate per fixture   | \$17.00                        | \$19.00   | Including, but not limited to: dishwasher, hot water appliance, hose faucet, plumbing apparatus, backwater valve<br><br>For ICI and multi residential buildings includes: drain branches, stacks, leaders, and roof drain hoppers<br><br>For residential buildings includes: interior rainwater leaders and roof drain hoppers |
| Backflow Prevention Device – New or Replacement with no related permit                                 | \$125.00                       | \$150.00  |  |
| Backflow Prevention Device with related permit   | \$15.00                        | \$50.00   |  |
| ICI & Multi-Residential Buildings Exterior Site Services (per linear metre)                            | \$1.10                         | \$1.21    |  |
| Manhole, Catch Basin, Interceptor, Sump, Fire Hydrant etc. (per structure)                             | \$20.00                        | \$22.00   |  |
| Dwelling connection to water supply service, sanitary sewage and stormwater services (per connection)  | \$17.00                        | \$19.00   | Includes connection to municipal water supply, sanitary sewage and stormwater and private sewage connection to on-site sewage system   |
| Plumbing Re-Inspection/Special Inspections   | \$55.00/hour                   | No change |  |
| Conditional Plumbing Permit  | 10% in addition to normal fees | n/c       | Eliminate fee  |

Figure 3 – Proposed Fee Changes

|   |                                     |                                     |  |
|---|-------------------------------------|-------------------------------------|--|
| Plumbing Permit revisions after issuance of permit  | \$100.00 + additional fixture count | \$110.00 + additional fixture count |  |
| Transfer of issued permit or application to new owner   | \$125.00                            | \$140.00                            |  |
| Alternative Solution Examination  | \$500.00                            | \$550.00                            |  |
| Permit Re-activation  | \$100.00                            | \$110.00                            |  |
| Building Without a Permit if work has started   | \$100.00 + regular permit fee       | 15% + regular permit fee            | Fee adjustment as per current practice/ operations |
| Building Without a Permit if work has started and an order to comply or Stop Work order has been issued |                                     | 25% + regular permit fee            |  |
| Extraordinary travel costs  | Full cost recovery                  | No change                           |  |
| File search/Request for copy of Plumbing Approvals  | \$75.00                             | No change                           |  |
| Plumbing demolition   |                                     | \$165.00                            | New fee  |

### Sewage Fees

|   | Current Fee        | Proposed  | Notes  |
|---|--------------------|-----------|--|
| <b>Applications and Permits</b>   |                    |           |  |
| Application for a Sewage System - Class 2, 3, or 4  | \$875.00           | \$965.00  |  |
| Class 5 sewage system or treatment unit replacement   | \$450.00           | \$500.00  |  |
| Issued Septic Permit Revision Review - If change to design that requires a site visit/inspection    | \$250.00           | \$275.00  | Fee adjustment as per current practice/ operations |
| Issued Septic Permit Revision Review - If change to design Does Not require a site visit/inspection |                    | \$175.00  |  |
| Extraordinary travel costs  | Full cost recovery | No change |  |
| Repairs and alterations to a Sewage System  | \$450.00           | \$500.00  |  |
| File search/Request for copy of Septic Approvals  | \$75.00            | No change |  |
| Refund (if no inspection has been made, administration costs only)                                  | \$75.00            | n/a       | Refunds issued as per Building By-law              |
| Refund (if initial inspection has been made)  | \$300.00           | n/a       | Refunds issued as per Building By-law              |
| Sewage System Review for Additions/Renovations/Change of use  | \$225.00           | \$250.00  |  |
| Sewage System Permit transfer   | \$125.00           | \$140.00  |  |
| Alternative Solution Examination  | \$500.00           | \$550.00  |  |

Figure 3 – Proposed Fee Changes

|   |                               |                          |  |
|---|-------------------------------|--------------------------|--|
| Permit Re-activation  | \$100.00                      | \$110.00                 |  |
| Transfer of permit to new owner   | \$125.00                      | \$140.00                 |  |
| Building Without a Permit (if work has started)   | \$100.00 + regular permit fee | 15% + regular permit fee | Fee adjustment as per current practice/ operations |
| Building Without a Permit (if work has started and an order to comply or Stop Work order has been issued) |                               | 25% + regular permit fee |  |
| Septic system demolition  |                               | \$165.00                 | New fee  |
|   |                               |                          |  |
| <b>Development Review</b>   |                               |                          |  |
| Severance/Lot Addition Applications   | \$500.00                      | \$400.00                 |  |
|   |                               |                          |  |
| <b>Subdivision Applications</b>   |                               |                          |  |
| a) 1 to 10 lots   | \$300.00 per lot              | No change                |  |
| b) Each lot after 10  | \$150.00 per lot              | No change                |  |
| Minor Variance Applications   | \$300.00 per lot              | No change                |  |
| Zoning By-law Amendment Applications  | \$300.00                      | No change                |  |
| Site Plan Applications  | \$300.00                      | \$500.00                 |  |
|   |                               |                          |  |

Administrative fees

|  | Current Fee                     | Proposed  |
|--|---------------------------------|-----------|
| Hourly Administration Fee                        | \$60.00/hr.<br>(minimum 1 hour) | No change |
| Compliance Letter for plumbing or septic systems | \$100.00                        | No change |
| Re-Inspections/Services/Special Inspections      | \$100.00                        | No change |