

Being a By-Law of the Keystone Planning District Board to establish fees and charges for development applications, planning applications, building permits and related matters.

WHEREAS Section 21 (3), 142(1) and 142 (2) of *The Planning Act*, as amended, provides as follows  
21 (3) The board of a planning district may adopt

- (a) A by-law establishing the fees and charges to be paid for services provided by the district, including licenses, permits, certificates and other approvals and documents issued by the district; and
- (b) Other by-laws, not inconsistent with this Act, that may be necessary to carry out and exercise its duties and powers under this Act.

142 (1) A board or council may, by by-law, set fees and charges to be paid by applicant.

142 (2) Fees and charges may relate to technical, administrative, professional, consultative, or other services required by the municipality or planning district to examine and approve a subdivision application.

AND WHEREAS the Keystone Planning District Board deems it expedient, and in the public interest to pass a by-law to establish fees in respect of services rendered by an officer or employee of the Keystone Planning District.

NOW THEREFORE, the Keystone Planning District Board in session duly assembled enacts as follows:

1. APPLICATION:

1. All developments undertaken within the limits of the Keystone Planning District shall be subject to the fees as set out in the fee schedules.

2. DEFINITIONS:

- 2.1. “**Accessory Building**” means a subordinate building located on the same site as the principal building or use, the use of which is incidental and accessory to that of the principal building or use.
- 2.2. “**Accessory Building, Attached**” mean an accessory building which is attached to the principal building
- 2.3. “**Accessory Building, Detached**” means an accessory building which is not attached to the principal building.
- 2.4. “**Accessory Building, Semi-detached**” means an accessory building which is attached to the principal building by a structure such as but not limited to, a breezeway.
- 2.5. “**Accessory Storage Container**” means a pre-fabricated structure which is designed for shipping of goods via land, sea, rail or road and may include trailer bodies or other similar structures (including motor vehicle bodies) which have the wheels removed. An accessory storage container shall naturally and normally be incidental, subordinate in purposed or area, or both, and shall be located on the same site as the principal use to which it is accessory.
- 2.6. “**Accessory Telecommunication Towers**” means a telecommunication tower used to support ancillary devices such as but not limited to citizen’s band radio, television or internet services which is located on the same site and in direct support of either a permitted or conditional approved use shall be treated as permitted accessory structure. Notwithstanding the siting and setback requirements of the Rural Municipalities Zoning By-law, all accessory telecommunication tower structures shall be set back from all property lines of the site which it is located a minimum distance equal to its total height, measured from the ground to the uppermost point of its extension.
- 2.7. “**Additions**” means an improvement that increases or alters the square footage of a structure. These include but not limited to, lateral additions added to the side or rear of structure, vertical additions added on top of a structure and encloses added underneath structure.
- 2.8. “**Alteration**” means a change or modification to an existing building, structure or use which does not increase the exterior dimensions with respect to height and area.
- 2.9. “**Agricultural Activities/Operations**” mean an agricultural, horticultural, or silvicultural operation that is conducted to produce agriculture products on a commercial basis and includes:
  - a) The production of crops, including grains, oil seeds, hay and forages, and horticultural crops including vegetables, fruit, mushrooms, sod, trees, shrubs and greenhouse crops.
  - b) The use of land for livestock operations and grazing
  - c) The production of eggs, milk, and honey.
  - d) The raising of game animals, fur-bearing animals, game birds, bees and fish.

- e) The processing necessary to prepare an agricultural product for distribution from the farm gate
  - f) The operation of agricultural machinery and equipment, including the tillage of land and the application of fertilizers, manure, soil amendments and pesticides, whether by ground or aerial application.
  - g) The storage, use or disposal of organic waste for agricultural purposes
- 2.10. **“Authority Having Jurisdiction”** means the government body responsible for the enforcement of any part of the code or the official, or agency, designated by that body to exercise a function.
- 2.11. **“Basement Development”** means the framing or re-framing of rooms in a residential basement, including any structural work being conducted in connection with the basement development, excluding underpinning.
- 2.12. **“Building”** means any structure used or intended for supporting or sheltering any use or occupancy. And, without restricting the generality of the foregoing, includes agricultural, residential, commercial and industrial structures and also may include a well, pipe, conduit, cut, excavation, fill, transmission line and any structure or erection, and any part of any of those things. Also includes an addition to or extension of any building or any of those things and a chattel that is attached to, or installed in or on any building or any of those things.
- 2.13. **“Building Permit”** means a permit authorizing construction and/or renovations, issued by the Keystone Planning District pursuant to the applicable municipal *Zoning By-Laws, Building By-Laws* and the *Manitoba Building Code*.
- 2.14. **“Code”** means the building construction code or standard adopted under the *Buildings and Mobile Homes Act*. As amended. All buildings require ‘building permits’ fall under the classification of either Part 3 or Part 9 of the *Manitoba Building Code*. (typically, buildings and structures less than 600 square meters in size and classed as ‘*Farm Buildings*’ are not regulated by the *Manitoba Building Code*)
- 2.15. **“Conditional Use”** means the conditional use of a building or land as defined by *The Planning Act*.
- 2.16. **“Construction: Includes**
- a) Excavation, removing, filling, and backfilling for the purpose of preparing or maintaining a site in respect of a building or proposed building.
  - b) Erecting, extending, enlarging, placing, removing, locating and demolishing a building.
  - c) Altering, renovating, and reconstructing a building
  - d) Moving a building from one site to another; and
  - e) Underpinning the foundation of a building.
- 2.17. **“Deck”** means the flat surface capable of supporting weight, like a floor, but typically constructed outdoors at least 8” from grade(ground) and with a dimension greater than five (5) feet if attached to the building in front of a door/exit. Otherwise, any sized flat surface that is over 8” from grade (ground) is considered a deck, whether attached to a building or not.
- 2.18. **“Demolition Permit”** means a permit authorizing the demolition of a building(s) and/or structure(s), issued by the Keystone Planning District pursuant to the *Manitoba Building Code* and the building bylaws of the partners of the Planning District within that jurisdiction.
- 2.19. **“Designated Officer”** means an officer of a planning district who is designated to carry out the power or responsibility in accordance with *The Planning Act* or any other Act where designated and is hereby named as the Development Officer of the Keystone Planning District.
- 2.20. **“Development Officer”** means an employee of the Keystone Planning District, who may also serve as the Chief Building Official, responsible for issuing permits, administering, and enforcing the Building Code and applicable District and member municipal by-laws under authority of *The Planning Act*.
- 2.21. **“Development Permit”** means a permit authorizing development, including construction and/or land use, issued by the Keystone Planning District pursuant to *The Planning Act* and the applicable municipal Zoning Bylaw.
- 2.22. **“Development Plan”** means the Planning District’s Development Plan adopted by the Keystone Planning District and amendments hereto
- 2.23. **“Farm Building”** means a building or part thereof that does not contain a residential occupancy and that is associated with and located on land devoted to the practice of farming, and used essentially for the

housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.

- a) Associated with and located on land devoted to the practice of farming and considered to be an “agricultural Operation” and
- b) Used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds, such as barns, produce storage buildings, milking centres, piggeries, poultry houses, grain bins, silos, machinery sheds, farm workshops, feed preparation centres, manure storage, green houses and garages not attached to a farm residence and
- c) Has a low human occupancy (as applying to farm buildings) means an occupancy having an occupant load of not more than 1 person per 40 square meters during normal use.

2.24. **“Home Occupation”** means an occupation, trade, profession or craft carried on, in or from a dwelling unit or its accessory building, and which is clearly incidental or accessory to the residential use, in accordance with the applicable municipal Zoning Bylaw.

2.25. **“Interim Occupancy Permit”** means authorization in writing to occupy any building or part thereof prior to full completion.

2.26. **“Occupancy Permit”** means a permit authorizing the occupancy of a building, or portion of a building, issued by the Keystone Planning District pursuant to the Manitoba Building Code and the building by-laws of the partners of the Planning District within that jurisdiction.

2.27. **“Livestock Operation”** means a permanent or semi-permanent facility or non-grazing area where at least 10 animal units of livestock are kept or raised either indoors or outdoors, and includes all associated manure collection facilities, but does not include an auction mart.

2.28. **“Patio”** means a detached structure placed on the ground which has a total elevation not higher than one riser (200mm or 8” inches) measured above average ground level on site.

2.29. **“Plumbing Permit”** means a permit authorizing plumbing installations and repairs, including all rough-ins and hook-ups, issued by the Keystone Planning District pursuant to the Manitoba Plumbing Code and Manitoba Building Code and the building bylaws of the partners of the Planning District within that jurisdiction.

2.30. **“Pool”** means an artificially constructed basin, lined with concrete, fiberglass, vinyl or like materials, that can contain a water depth greater than 60 cm (24 inches).

2.31. **“Project Value”** means the total monetary worth of the final project costs, including all construction cost, material costs, and labour costs associated with the project. This will include such things as site preparation, foundation, construction, all painting, papering, interior finishes, exterior finishes, roofing, electrical work, plumbing, permanent or fixed equipment, and all labour, materials, and other devices entering and necessary to prosecution of the work in its completed form.

2.32. **“Renovations”** means an updated to an existing building or a return to a new condition.

2.33. **“Secondary Suite”** means a self-contained accessory dwelling unit in accordance with the applicable municipal Zoning Bylaw.

2.34. **“Security Deposit”** means a monetary payment to the Keystone Planning District (KPD) in association with a Building Permit, pursuant to this Bylaw. The refunding of the security deposit by the KPD shall be in accordance with this Bylaw.

2.35. **“Temporary Building”** means a building placed at a particular location for a period authorized by the authority having jurisdiction. If the building is not removed on or before the end of the authorized period, it is a new building for the purpose of the code.

2.36. **“Zoning By-Law”** means a by-law adopted by the Municipalities within the planning district

2.37. **“Zoning Conformation Request”** means to verify, in writing, the land use designation as per the Development Plan, Zoning as per the applicable Zoning By-law, on a specific site. (Zoning Confirmations are typically used by financial institution during due diligence processes but can be requested by anyone at any time.)

2.38. "Zoning Memoranda" mean a written letter that identifies whether all building and structures identified on a site and typically by legal survey on the property in question, conforms to the siting requirement in the applicable Zoning By-laws, and if applicable, reasons for non-conformance.

**3. GENERAL ADMINISTRATION:**

3.1. The Keystone Planning District staff are authorized to charge fees for services provided, documents produced, permits issued or other actions taken that are not specifically referred to in this By-law. In deciding whether to charge a fee outside of this By-law and in determining the amount of the fee to be charged the Development Officers / Building Inspector and the Administrative and Technical Assistant must be fair and equitable while attempting to recoup the costs incurred by the Keystone Planning District. All fees must be approved by the Keystone Planning District Board of Directors.

3.2. That the fees and charges payable to the Keystone Planning District for services rendered by officers and employees of the Keystone Planning District shall be set out in the following schedules and tables;

3.3. That the Board may from time to time, by ordinary resolution at any regular or special meeting of the Board, amend each and every schedule and table of this By-Law.

3.4. That the fees and charges set out in the schedules and tables of this By-law shall take precedence over any other by-law or policy.

**4. SCHEDULE 1 ADMINISTRATIVE FEES**

4.1. Tables in this section of the By-Law outline all Administrative Fees which shall be paid to the Keystone Planning District by the applicant upon their submission of request or requirements of the permit application to the Keystone Planning District.

SEC. #	TABLE 1 ADMINISTRATIVE FEES	FEES
4.2.	Basic Property Information	\$70. <sup>00</sup>
4.3.	By-Law Order Issuance Fee (Building Safety & Building By-Law)	\$1,000. <sup>00</sup>
4.4.	Cease to Occupy Order	\$1,000. <sup>00</sup>
4.5.	Change of Plans Requiring Additional Review – Non-Residential	\$500. <sup>00</sup>
4.6.	Confirmation of Closed Permit	\$85. <sup>00</sup>
4.7.	Copy of Building Permit (no plans)	\$25. <sup>00</sup>
4.8.	Copy of Inspection Report and/or Plan Reviews	\$150. <sup>00</sup>
4.9.	Development Permit File Research (per permit)	\$225. <sup>00</sup>
4.10.	No Sufficient Funds (NFS) Cheques or Payments	\$75. <sup>00</sup>
4.11.	Obtain Certificate of Title	Cost + 10%
4.12.	Permit Transfer or Assignment Fee – Commercial	\$135. <sup>00</sup>
4.13.	Photocopying Charge	\$1. <sup>00</sup> / page
4.14.	Postage	\$2. <sup>00</sup> / stamp
4.15.	Public Notice Mailout (includes packages)	35. <sup>00</sup>
4.16.	Regulations (with Building Location Certificate provided)	\$125. <sup>00</sup>
4.17.	Stop Work Order Issuance Fee	\$1,000. <sup>00</sup>
4.18.	Zoning Compliance Certificate	\$125. <sup>00</sup>
4.19.	Zoning Confirmation Letter	\$125. <sup>00</sup>
4.20.	Zoning Memorandum	\$125. <sup>00</sup>
4.21.	<b>Alternative Solutions Review - Commercial</b>	
a)	One (1) hour Minimum Charge	\$90. <sup>00</sup>
b)	Each Additional Hour or Part Thereof	\$90. <sup>00</sup>
4.22.	<b>Project Inquiry Meeting Request</b>	
a)	First Request	No Charge
b)	Second Request & Additional Requests (In Part or Thereof)	\$500. <sup>00</sup>

SEC. #	TABLE 2 INSPECTIONS & HOURLY RATE FEES	FEES
4.23.	Fire Inspection – Flat Rate up to 2.5 Hours	\$250. <sup>00</sup>
4.24.	Fire Inspection – Per Hour Over Flat Rate Fee	\$100. <sup>00</sup>
4.25.	Mileage – As per Current CRA Rates	CRA Rate/KM
4.26.	Hourly Inspection Rate	\$100. <sup>00</sup>
4.27.	Farm & Residential Permits Not Specified (Additional Zoning Review Fee where Applicable)	\$180. <sup>00</sup>
4.28.	Administrative Flat Rate	\$50. <sup>00</sup>

**5. ZONING AND DEVELOPMENT PLAN BY-LAW RELATED.**

5.1. All applications include required standard advertising as per *The Planning Act*.

SEC. #	TABLE 3 AMENDMENTS TO PLANNING DOCUMENTS	FEES
5.2.	Zoning By-Law Amendments	\$2,800. <sup>00</sup>
5.3.	Municipally owned development or property Zoning By-Law Amendment	Advertising Fee based on cost recovery
5.4.	Development Plan Amendments	\$4,500. <sup>00</sup>
5.5.	Municipally owned development or property Development Plan Amendment	Advertising Fee based on cost recovery
5.6.	Secondary Plan Amendment	\$2,000. <sup>00</sup>
5.7.	Municipally owned development or property Secondary Plan Amendment	Advertising Fee based on cost recovery
5.8.	Second Dwelling Application Fee	\$150. <sup>00</sup>
5.9.	Advertising Deposit	\$1,000. <sup>00</sup>
5.10.	Advertising Refund	Non- Incurred costs only

SEC. #	TABLE 4: CONDITIONAL USE AND VARIANCES	FEES
5.11.	Conditional Use Order	\$500. <sup>00</sup>
5.12.	Conditional Use Order – Aggregate Quarry	\$800. <sup>00</sup> + postage
5.13.	Conditional Use Order – Largescale Livestock Operations (300+ AMU's)	\$800. <sup>00</sup> + postage
5.14.	Retroactive Conditional Use Order (unauthorized activity prior to approval)	\$1,250. <sup>00</sup> surcharge
5.15.	Retroactive Conditional Use Order – Aggregate Quarry (unauthorized activity prior to approval)	\$1,250. <sup>00</sup> surcharge
5.16.	Retroactive Conditional Use – Largescale Livestock Operations (unauthorized activity prior to approval)	\$1,250. <sup>00</sup> surcharge
5.17.	Variance Order	\$500. <sup>00</sup> + \$75. <sup>00</sup> for each additional variance
5.18.	Minor Variance Order (No more than 10% change)	\$175. <sup>00</sup>
5.19.	Retroactive Variance Order (unauthorized activity prior to approval)	\$1,300. <sup>00</sup> surcharge
5.20.	Retroactive Minor Variance Order (unauthorized activity prior to approval)	1/2 base fee
5.21.	Extensions of Variance or Conditional Use	\$200. <sup>00</sup>
5.22.	Conditional Use and Variation Orders (where required for a single related development or land use application on the same site or parcel of land and where the hearings are combined)	\$800. <sup>00</sup>
5.23.	Retroactive Combined Conditional Use and Variation Orders (unauthorized activity prior to approval)	\$1,600. <sup>00</sup> surcharge
5.24.	Additional Advertising (costs incurred, other than costs for standard processes named in <i>The Planning Act</i> )	Charged back to the applicant based on cost recovery
5.25.	Processing Charges (where an application is requested or required to be revised, after all work and advertising has been completed for the application)	\$100. <sup>00</sup>

## 6. PERMIT FEES (GENERAL)

- 6.1. Tables in this section of the by-law outline all permit fees which shall be paid to Keystone Planning District by the applicant.
- 6.2. Development and Building permit Application Review fees shall be paid by the applicant to the Keystone Planning District at the time of submission of a complete permit application to the Keystone Planning District.
- 6.3. Building Permit, Plumbing Permit, Occupancy Permits (where applicable), Demolition Permits and Sign Permits shall be paid by the applicant at the time of issuance by the Keystone Planning District. Building Permit Application Review Fees shall be deducted from the total amounts owing at the time of permit issuance.
- 6.4. Notwithstanding the above, the minimum permit fee, unless specified as a flat rate shall be \$180.00 plus Development Permit Fees if applicable.
- 6.5. **Calculation of Fees:** when calculated fees are calculated based on project value, calculated based on square footage, or based on an hourly rate of time spent working on the file; a project value calculation includes the total construction cost of all materials, equipment, devices, and labour to do the work to the completion of the project as specified.

6.6. **Alterations of a determination of Project Value:** Where applicable, the authority having jurisdiction may determine / calculate a valuation of the cost of the work for the purposes of determining permit fees. Such valuations shall take precedence over any valuation, or assigned value provided by the owner or applicant.

**Note:** enabling provisions may also be referenced in the applicable the applicable Municipalities Building By-Laws.

6.7. **Flat Rate:** Where listed below, the permit fee shall be a flat rate specified.

6.8. **Hourly rates:** will be as per the administrative schedule Under Section 4 Table 2 Inspections & Hourly Rate Schedule.

SEC. #	RESIDENTIAL – DEVELOPMENT PERMITS	FEES
<i>New construction whole house single family, two and three family dwellings not over 6,458 ft<sup>2</sup></i>		
6.9.	Development Permits – Dwelling Structures	\$100. <sup>00</sup>
6.10.	Development Permit – Non- dwelling structures	\$100. <sup>00</sup>
6.11.	Development Permit – Change in Use	\$150. <sup>00</sup>
6.12.	Home Occupation	\$150. <sup>00</sup>
<b>DEVELOPMENT PERMITS - OTHER</b>		
6.13.	Accessory Storage Container	\$150. <sup>00</sup>
6.14.	Ground mounted systems (Solar, Telecommunication towners, Wind etc.)	\$50. <sup>00</sup>
6.15.	Aggregate pits / Mining: Onsite review required when opening or closing a section of a pit/mine	\$800
<b>BUILDING PERMITS</b>		
		<b>FEES</b>
6.16.	Application Review – Dwelling Structures	100. <sup>00</sup>
6.17.	Application Review – Non-dwelling Structures	\$100. <sup>00</sup>
6.18.	Foundation Construction (Basement, Crawlspace, Structural Slab, Grade Beams, Peir Type and similar foundations) Ground Storey (All Finished Areas, Decks (covered or not), Attached Garage, Sunrooms and Screened Porch)	\$0.49/ ft <sup>2</sup>
6.19.	Upper Storey (All finished areas)	\$0.29/ ft <sup>2</sup>
6.20.	Basement Development (includes plumbing)	\$210. <sup>00</sup>
6.21.	Secondary Suite in Existing Single Family Dwelling	\$210. <sup>00</sup>
6.22.	Revisions to Plans (residential)	\$50. <sup>00</sup> Each
6.23.	Foundation Repair (Engineer required)	\$210. <sup>00</sup>
6.24.	Fuel Burning Appliances	\$150. <sup>00</sup>
6.25.	Non-solid fuel burning mechanical heating or hydraulic system, heat recovery ventilator, or energy recovery system (not included in the issuance of building permit for the construction of the original building.)	\$150. <sup>00</sup>
6.26.	Revisions to Plans, Residential Use, Buildings and Additions	\$50. <sup>00</sup>
<b>BUILDING PERMIT – RTM</b>		
6.27.	Foundation & Replacements	\$270. <sup>00</sup>
6.28.	Built Off Property in Municipality <sup>1, 2</sup>	\$500. <sup>00</sup>
<b>BUILDING PERMIT – MOBILE AND MODULAR HOMES</b>		
6.29.	Mobile Homes <sup>1, 2</sup>	\$110. <sup>00</sup>
6.30.	Modular Homes (Modular + Foundation + Plumbing)	\$530. <sup>00</sup>
6.31.	Relocation of Existing Homes moved inside the Municipality <sup>1, 2</sup>	\$260. <sup>00</sup>
6.32.	RTM or Relocation of Existing Homes moved in from outside the Municipality <sup>1, 2</sup>	\$260. <sup>00</sup>
6.33.	50% of floor area, fire restoration, sunrooms/additions over 256 ft <sup>2</sup> Base Fee (\$260. <sup>00</sup> ) + New RTM Foundation Fee (\$320. <sup>00</sup> ) + Plumbing fee (\$100. <sup>00</sup> ) = \$680. <sup>00</sup>	\$680. <sup>00</sup>
<b>BUILDING PERMIT – Design Build</b>		
6.34.	Building Permit Review – per \$1,000 of Construction (25,000 - \$5,000,000)	\$11. <sup>00</sup>
6.35.	Building Permit Review – per \$1,000 of Construction (over \$5,000,000)	\$6. <sup>50</sup>
6.36.	Design Build Fee	\$500. <sup>00</sup>
6.37.	Design Build Review	\$250. <sup>00</sup>
6.38.	Amendments to Existing Commercial Plans	\$250. <sup>00</sup>
<b>BUILDING PERMITS - ACCESSORY STRUCTURES</b>		
6.39.	Residential structure up to 576 ft <sup>2</sup> (24 ft x 24 ft)	\$150. <sup>00</sup>
6.40.	Residential structure up to 577 – 900 ft <sup>2</sup> (20 ft x 30 ft)	\$210. <sup>00</sup>
6.41.	Residential Detached structure over 900 ft <sup>2</sup>	0.30/ ft <sup>2</sup>
<b>BUILDING PERMIT – OTHER</b>		
6.42.	Decks over 256 ft <sup>2</sup> or any deck higher than 6ft above grade	\$210. <sup>00</sup>
6.43.	Open Decks over 256 ft <sup>2</sup> and lower than 6ft above grade	\$150. <sup>00</sup>

6.44.	Enclosed patio decks and similar structures (detached)	\$150. <sup>00</sup>
6.45.	Ramps	\$50. <sup>00</sup>
6.46.	Above ground pool	\$100. <sup>00</sup>
6.47.	In-ground pool	\$160. <sup>00</sup>
6.48.	Fences	\$100.00
6.49.	Sign Permit (Over 32 ft <sup>2</sup> ) – per sign	\$150. <sup>00</sup>
6.50.	Farm Building <sup>3,4</sup> Location Certification – All-inclusive between 120- 6,458ft <sup>2</sup>	\$200. <sup>00</sup>
6.51.	Residential Alteration / Renovations \$25,000- \$100,00 in Project Value	0.25%
6.52.	Residential Alterations / Renovations Over \$100,00 in Project Value	0.50%
6.53.	Minor Renovations: Change of windows if size is different than existing, porches, sunrooms / additions up to 256 ft <sup>2</sup> (16 ft x 16ft ) Decks up to 256 ft <sup>2</sup> and lower than 6 ft from grade.	\$180. <sup>00</sup>
6.54.	Major Renovations: 50% of floor area, fire restoration, sunrooms/additions over 256 ft <sup>2</sup>	\$680. <sup>00</sup>
6.55.	Placement of a building or structure on a site for a period of up to but not exceeding 6 months	\$250

SEC. #	PLUMBING PERMITS	FEEES
6.56.	Minimum Plumbing Permit <sup>5</sup>	\$70. <sup>00</sup>
6.57.	Each Fixture above 3 fixtures	\$25. <sup>00</sup>
6.58.	All Floor Drains	\$25. <sup>00</sup>
6.59.	Grease & Oil Inceptors	\$100. <sup>00</sup>
6.60.	Neutralizing & Dilution Tanks or Pits	\$100. <sup>00</sup>
6.61.	RTM / Mobile Hookup	\$100. <sup>00</sup>
6.62.	Upper RTM	\$100. <sup>00</sup>
6.63.	New Construction Sump pit / pump	\$25. <sup>00</sup>
6.64.	New Construction Backwater Valve	\$25. <sup>00</sup>
6.65.	Renovation sump/backwater valve	\$150. <sup>00</sup>
6.66.	Roof Drains	\$25. <sup>00</sup>

SEC. #	OCCUPANCY PERMIT	FEEES
6.67.	Commercial - Interim and/or Occupancy (any size)	\$200. <sup>00</sup>
6.68.	Occupancy Permit Application Review	\$100. <sup>00</sup>
6.69.	Occupancy Permit – Administrative Change	\$100. <sup>00</sup>
6.70.	Occupancy permit associated with a Building Permit	None
6.71.	Interim Occupancy Extension	\$400. <sup>00</sup> / Unit
6.72.	Occupancy Permit – Part 9 Change of Use and/or Tenant	\$250. <sup>00</sup>
6.73.	Occupancy Permit – Part 3 – Change of Use and/or Tenant	\$375. <sup>00</sup>
6.74.	Inspections and/or Reports Associated with Occupancy Permits	\$100. <sup>00</sup> /hr. + Mileage (min 2 hours)

SEC. #	COMMERCIAL – PART 9 & PART 3 BUILDINGS	FEEES
6.75.	Development Permit / Building Permit Review Fee (Non-residential)	10% cost of permit calc. on project value
6.76.	Construction Value Under \$25,000	\$135. <sup>00</sup>
6.77.	Construction Value \$25,000-\$5,000,000 Building Permit Review Fee	\$11. <sup>00</sup> / \$1,000. <sup>00</sup>
6.78.	Construction Value Over \$5,000,000 Building Permit Review Fee	\$6. <sup>50</sup> / \$1,000. <sup>00</sup>
6.79.	Design Build Fee	\$500. <sup>00</sup>
6.80.	Design Build Review per occasion	\$250. <sup>00</sup>
6.81.	Amendment to existing commercial Permits	\$250. <sup>00</sup>
6.82.	Commercial / Industrial Renovations / Alterations	1%
	<i>*Cost per square foot will be calculated using \$11.00 per square foot. OR Proof of building costs to the satisfaction of the Development Officer/Building Inspector</i>	

SEC. #	DEMOLITION PERMIT	FEEES
6.83.	Demolition Permits up to 3,000 ft <sup>2</sup> / All Farm Buildings any size	\$100. <sup>00</sup>
6.84.	Demolition Permit over 3,000 ft <sup>2</sup>	\$400. <sup>00</sup>

## 7. DEVELOPMENT APPLICATION & PERMIT FEE REFUNDS

7.1. Tables in this section of the By-Law outline all development application and permit refunds to be paid to the applicant by the Keystone Planning District.

7.2. Refunds associated with construction security deposits shall be processed in accordance with section 7.0 of this By-Law.

SEC. #	DEVELOPMENT APPLICATION REFUND	FEES
7.3.	Cancellation of a KPD Development Plan Amendment, Secondary Plan Amendment, or Zoning By-Law Amendment prior to First reading	50% of application fee
7.4.	Cancellation of a KPD Development Plan Amendment, Secondary Plan Amendment, or Zoning By-Law Amendment <b>AFTER</b> First reading	None
7.5.	Cancellation of Variation or Conditional Use prior to the preparation of a report, map(s), or list(s)	50% of application fee
7.6.	Cancellation of Variation or Conditional Use <b>AFTER</b> the preparation of a report, map(s), or list(s)	None

SEC. #	PERMIT FEE REFUND	FEES
7.7.	Cancellation of a Building Permit before it has been issued	Development Permit & Review Fee shall be retained
7.8.	Cancellation of a Building Permit after it has been issued, and before construction pursuant to the permit has begun	75% total cost of permit Less Development permit and Application Review fees
7.9.	Revocation of Building Permit by the Keystone Planning District	None
7.10.	Cancellation of Development Permit, Plumbing Permit, Occupancy Permit, Sign Permit, or Demolition Permit	None

## 8. PENALTY FEES

8.1. Tables in this section of the By-Law outline the penalty fees, which shall be paid to the Keystone Planning District (KPD) within 30 days of written notice of the penalty from the Keystone Planning District. Failure to pay the penalty within the prescribed time limit may result in the revocation of the building permit.

8.2. All penalty fees may be appealed to the Keystone Planning District Board, if appeal is provided in writing to the Keystone Planning District within 30 days of the written notice of the penalty. After considering the appeal, the Keystone Planning District Board shall pass a resolution upholding, overturning, or modifying the penalty fees as the Board sees fit.

8.3. The Keystone Planning District reserves the right to cease all plan review and inspection services regarding a given application file until all outstanding penalty fees associated with said file have been resolved.

SEC. #	PENALTY FEES	FEES
8.4.	Where a permit has not been obtained before the activity requiring a permit has started, and after 3 business days of being notified by the Building Inspector	Double (x2) all Permit Fees
8.5.	When the work is not ready for inspection at the time for which the inspection was called	\$200. <sup>00</sup> + Mileage (payable prior to subsequent inspections)
8.6.	Where project deficiencies result in repeat inspections by the inspector	\$200. <sup>00</sup> + Mileage each inspection (payable prior to subsequent inspections)
8.7.	Where the work has been covered and the inspector is unable to perform or complete the required inspection, in accordance with the issued permit (note: notwithstanding payment of the penalty fees, the inspector may still require the work to be uncovered and inspected)	\$1,000. <sup>00</sup> (payable prior to any subsequent inspections)
8.8.	Where occupancy of a building on a single zone site has occurred prior to occupancy permit issuance (with or without building permit)	\$1,000. <sup>00</sup> – 1 <sup>st</sup> Occurrence \$3,000. <sup>00</sup> – 2 <sup>nd</sup> Occurrence \$6,000. <sup>00</sup> – Each addition (Payable prior to Occ. Permit issuance)
8.9.	Expired Permits (inactive for 6 months)	Reapply at current rates
8.10.	Non-Compliance Notice or Order (Base Fee)	80. <sup>00</sup>
8.11.	Non-Compliance Notice or Order (Base Fee)	\$250. <sup>00</sup>
8.12.	Non-Compliance Notice or Order – 2 <sup>nd</sup> Notice or Order	\$250. <sup>00</sup>
8.13.	Non-compliance Notice or Order – 3 <sup>rd</sup> Notice or Order	250. <sup>00</sup>



**9. FOOT NOTES:**

<sup>1</sup> Additional Inspection Cost may be applicable

<sup>2</sup> Plumbing Permit may be applicable

<sup>3</sup> Classed as an agricultural development, the proposed agricultural development shall conform to the applicable definitions contained herein.

<sup>4</sup> All Buildings Classed as Part 9, Part 3 buildings & other structures, for example residence and garages serving the dwelling, cannot be classed as an agricultural building.

<sup>5</sup> If a Plumbing Permit is acquired as a standalone permit; the minimum plumbing fee is an exception to the minimum permit fee of \$180.<sup>00</sup>.

**10. REPEAL AND EFFECTIVE DATE**

**Repeal:** By-Law No.03/22, being a by-law of the Keystone Planning District Board to establish development fees for the development applications, permits and related matters, and all amendments thereto, and hereby repealed.

Effective Date: Fee Structure By-Law No. 12/23 is hereby adopted and shall come into force, after it receives third reading by the Keystone Planning District Board.

DONE AND PASSED by the Keystone Planning District Board, in open session duly assembled in Brandon, in the Province of Manitoba this

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CHAIRPERSON: CHES BOLLMAN

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DEVELOPMENT OFFICER/BUILDING INSPECTOR: BRAD ROTH

READ a First Time this 11 day of January, 2024  
READ a Second Time this 08 day of February, 2024  
READ a Third Time this 08 day of February, 2024