



## New Building Fee Changes take effect May 15, 2025

Building Regulations Fees and Charges Amendment Bylaw No. 1595.01, 2025 (Bylaw 1595.01) has been adopted, with the updated fees taking effect on May 15, 2025. Building Inspection Services fees have not been reviewed or changed since 2010. This update was necessary to ensure cost recovery and to support the efficiency of building permit processing. The new fee structure has been developed to align with current industry standards.

### Key Changes:

#### 1. Owner-Built Permit and Conditional Certificate of Occupancy Renewal

- Fee Increase from \$100 to \$200.
- This fee is charged when an owner builder wishes to renew their Conditional Certificate of Occupancy. The current fee no longer covers the additional administrative and inspection costs associated with renewing a Conditional Certificate of Occupancy.

#### 2. Demolition Fee – Simple and Complex Building or Structure

- **Simple:** Building or structure - \$150.
- This fee is charged for a demolition permit typically for single family dwellings and accessory buildings.
- **Complex:** Building or Structure - \$250.
- This fee is charged for a demolition permit for commercial, industrial and multi-family buildings. Structures typically fall under Part 3 of the BC Building Code. These demolitions require additional oversight and review to ensure compliance with safety and environmental standards.

#### 3. Restrictive Covenant Filing (Section 56 of the Community Charter)

- Fee Increase from \$250 to \$300.
- This fee is charged when a covenant is required to be registered to the land title as part of a building permit. The adjustment is to meet the rising costs of registry with the Land Title Office and staff time.

#### 4. Discharge of Section 57 Title Registration

- Fee increase from \$500 to \$1,000.
- This fee is required when a property owner requests the removal of a Section 57 (or historic 750 filing) from their land title. Significant staff resources are required for investigation, compliance inspections and registry processing.

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## 5. Rescind a Stop Work Order, Do Not Occupy or Permit Required Notice

- Fee Increase from \$150 to \$500.
- This fee is charged when a Stop Work Order, Do Not Occupy or Permit Required Notice has been posted (typically due to work taking place without proper permitting). This fee reflects the recovery of costs incurred by staff to issue notices, prepare correspondence, perform Bylaw Enforcement and conduct reinspections.

## 6. Confirmation of Title

- Fee Increase from \$15 to \$25.
- This fee is charged to pull the land title which is required for a building permit. The property owner or applicant can also provide a copy of the land title as long as it was obtained within 30 days before the permit application. The increase covers the cost of increased fees charged by the Land Title Office and staff time.

## 7. Permit Assign or Transfer Fee (Change of Owner/Address)

- Fee Increase from \$50 to \$100.
- This increase covers the cost of staff time to update the permit information and confirm title of property.

## 8. Archive Record Requests

- Fee Increase from \$40 to \$100.
- This fee is charged for archive record requests on single family properties. Document requests are limited to building permits, building plans, septic filings, site plans and occupancy permits.
- **New** \$350 rush fee for expedited service (3 business days).
- The new rush fee accommodates realtors, property owners and others that require property information on short notice. Please note that rush archive record requests are only available for single family dwellings and residential accessory buildings.
- **New** \$250 fee for Confirmation of Building Permit for complex buildings.
- Complex and commercial properties require additional time and resources to search and review. When archive records are requested for commercial, industrial or multifamily buildings, a complex building archive record request fee will apply. Please note that expedited service is not available for complex buildings.

## 9. Permit Renewal Fee

- **Clarified Existing Fee:** \$150 plus 1 per cent of the remaining construction value.
- Although this fee was included in the existing bylaw, it has not been actively enforced in the past. It is now being emphasized in the amended bylaw to ensure that applicants are aware it will be applied going forward. The remaining construction value will be calculated based on a percentage scale of the permit fee that reflects the inspections completed to date.

## 10. Reinspection Fee

- Fee Increase from \$100 to \$150.

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- This fee now applies after the **second** failed inspection, encouraging applicants to resolve issues without requiring multiple, repeated inspections. This fee reflects the current costs of staff time to re-attend the site.

#### **11. Inspection Recall Fee (New)**

- Fee: \$150.
- This fee covers the cost of staff time lost on attending sites that are unprepared for the requested inspection without prior cancellation. Inspections can be cancelled at any time, including the morning of the inspection. This fee is only charged if the Building Official arrives to the scheduled inspection and the work is not complete and ready for inspection.

#### **12. Applicant Extra Inspection Request**

- Fee Increase from \$100 to \$150.
- This fee is applied if the applicant requests to have an additional or extra inspection beyond our required inspections. The increase reflects the staff time and resources involved in providing additional inspections.

#### **13. Administrative Fee - Cost Recovery for Other Agency/Vendor Costs (New)**

- Fee: At cost.
- This fee ensures recovery of costs incurred from external services such as land titles office, courier services, printing, legal fees, etc.

#### **14. Revision Fee (Small Projects)**

- Fee: \$125 plus 1 per cent of additional construction value (if applicable).
- This fee will apply to permits requiring revision after the permit is issued. Revisions are time-consuming and require additional review by staff. This fee helps cover the associated administrative costs and accounts for any added construction value, when applicable.

#### **15. Revision Fee (Commercial Projects)**

- Fee: \$275 plus 1 per cent of additional construction value (if applicable).
- Revisions to commercial projects are typically more complex and require a detailed review process. This fee applies to revisions for all commercial, industrial and multi-family developments.

#### **16. Alternative Solution Review Fee (New)**

- Fee: \$400 for the initial alternative solution and \$150 for revised alternative solutions.
- Alternative solutions are permitted by the BC Building Code. The Authority Having Jurisdiction is required to review and approve or deny the alternative solution based on the code compliance report and proposed solutions provided. Alternative solutions require extensive review by building officials. These fees reflect the significant staff time involved and are in line with other jurisdictions.

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## Resources

- Building Regulations Fees and Charges Amendment [Bylaw No. 1595.01, 2025](#).

## We are here to help

The Regional District of Nanaimo is here to help builders and developers understand the new fee changes.

If you have any questions, call 250-390-6530 or email [building@rdn.bc.ca](mailto:building@rdn.bc.ca).

### For more information, please contact:

Building Inspection Services

Regional District of Nanaimo



250-390-6530



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