

Eastern Interlake Planning District

Fee and Deposit By-Law

BY-LAW NO. 05-2025

BEING a By-Law of the Eastern Interlake Planning District to establish fees and charges for services provided by the District.

WHEREAS Section 21(3) of *The Planning Act* provides as follows:

General powers re by-laws

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 licences, 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.***

AND WHEREAS the members of the Board are of the opinion that a By-Law should be passed setting forth the fees to be charged by the Eastern Interlake Planning District Board;

NOW THEREFORE the Board of the Eastern Interlake Planning District in meeting duly assembled enacts as follows:

- 1. THAT** the Eastern Interlake Planning District's Fee and Deposit Structure shall be as set out in the attached Schedule "A" and Schedule "B";
- 2. THAT** By-Law No. 02-2022, being a By-Law, regulating its Fee Structure is hereby repealed; and
- 3. THAT** this By-Law shall come into force and become effective upon receiving three readings.

DONE AND PASSED by the Board of the Eastern Interlake Planning District in open meeting assembled at Arborg in the Province of Manitoba, this 5th day of February A.D. 2026.

Read a first time this	<u>4th</u>	day of <u>December</u>	A.D. <u>2025</u>
Read a second time this	<u>5th</u>	day of <u>February</u>	A.D. <u>2026</u>
Read a third time this	<u>5th</u>	day of <u>February</u>	A.D. <u>2026</u>


For: Robert Thorsteinson, Chairperson


Nancy Thom, CAO/Development Officer

SCHEDULE "A"

A. BUILDING PERMIT FEES:

- **ALL** fees are rounded to the nearest dollar.
- The **MINIMUM PERMIT FEE** for **all construction** shall be **\$100.00**. If the total permit fee is less than the minimum fee, it will be rounded up to meet the minimum fee, unless otherwise stated within this By-Law.

(I) **Commercial Construction** – all commercial, industrial, institutional, multiple-family and multi-use construction shall be based on the valuation of the cost of the work or square footage as follows:

Where the value of construction is \$100,000.00 or less	\$6.50 / thous of value
Where the value of construction is over \$100,000.00;	\$7.00 / thous of value
Plumbing Only: Rough-in of each fixture /outlet / floor drain	\$20.00 ea.
RTM'S Constructed in EIPD:	Main Floor \$0.55 / ft²
	Upper Floor(s) \$0.40 / ft²

(II) **Residential Construction** – all construction for work in connection with residential buildings is as follows:

Main Floor (includes foundation fees)	\$0.80 / ft²
Upper Floors and Attached Garages	\$0.40 / ft²
Basement Development	\$0.25 / ft²
Decks (open/covered), Non-insulated Sunroom, Screened Porch/Verandah	\$0.25 / ft²
New RTM's Constructed in the EIPD	Main Floor \$0.55 / ft²
	Upper Floor(s) \$0.40 / ft²
Insulated Sunroom / Porch:	On Existing Foundation or Deck \$0.40 / ft²
	With New Foundation \$0.80 / ft²
Foundation Only:	Replacement Footing, Garage Pad, Surface Footing, Slab \$0.25 / ft²
	All Other Foundations \$0.40 / ft²
Miscellaneous alterations, repairs, renovations. - based on contract value (includes in-ground pools)	\$6.00 / thous of value
RTM's (new or old) Relocated into EIPD and includes Modular & Mobile Homes	\$200.00
Plumbing Fixtures (includes outlets & drains):	New Single Family Residence \$120.00
	All Other \$20.00 / fixture
Detached Garages & Accessory Buildings:	With Foundation \$0.35 / ft²
	Without Foundation \$0.25 / ft²
	Upper Floor(s) Used for Storage Only \$0.20 / ft²

B. TEMPORARY BUILDING PERMIT FEES

Temporary Building Permit (e.g. large tents for gathering, construction site structure(s)	\$150.00
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C. DEMOLITION PERMIT FEES

The fee for the demolition / removal of any building or structure over 120 ft ² or part thereof	\$50.00
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D. SIGN PERMIT FEES

(I) Signs requiring an inspection (eg. piled)	\$100.00 for the first sign / \$25.00 for ea. add't
(II) All other signs (wall mounted, building face, etc.)	\$100.00 for the first sign / \$10.00 for ea. add't

E. PERMIT REFUNDS

Where a permit is surrendered for cancellation, the holder shall receive the amount of the permit fee paid, **less an administrative fee, based on the percentage of work completed on the application - for example: administrative costs and plans examination provided.** Amount to be determined by the CAO/Development Officer. This shall apply for a twelve (12) month period from the date of issuance of the permit. For the Permit Deposit Fee, see Schedule B, item 4.

F. OCCUPANCY PERMIT

(I)	Where no other permit is required and where the nature of the occupancy has not changed and no inspection is required.	\$50.00
(II)	No fee is required for an Occupancy Permit where another permit has been issued for the same building.	N.A.
(III)	Where occupancy may change and no other permit is required and where an inspection is required.	\$150.00

G. PENALTY FEES

(I)	Where a permit has not been obtained prior to the commencement of the actual work, through neglect, or for some other reason, the fees shall be double the normal rate for the work done up to the date the permit is issued.	
(II)	Notwithstanding to the other fees of the By-Law, the following penalty fees shall be payable as follows:	
	Where, in an application, a wrong address is given or insufficient information is provided	\$30.00
	Where the work is not ready for inspection at the time for which the inspection was called	\$100.00 + mileage
	For each re-inspection requested after the permittee has been notified of deficiencies and upon such subsequent re-inspection it is found that the deficiencies have not been remedied	\$100.00 + mileage
	Where the approved permit card has not been posted at time of construction	\$100.00

H. INSPECTION FEES (includes pre-inspections of Older RTM's and Mobile Homes)

Where an inspection of a building/structure not provided for by a permit, such as an expired permit, is required and conducted during office hours, the fee per hour or fraction thereof for each inspector involved	\$75.00 / hr + mileage
For an inspection conducted outside of regular office hours, the fee per man-hour or fraction thereof with a minimum charge of two (2) hours, in addition to required permit fees	\$100.00 / hr + mileage
For temporary shows, exhibitions, festivals and travelling shows, the fee per hour or fraction thereof for each inspector engaged on the work to ensure all safety requirements are met during the show or exhibition	\$75.00 / hr + mileage

I. AMENDMENTS (amendments initiated by member municipalities shall pay advertising costs only)

Zoning Amendments	\$1,500.00 + \$1,500.00 advertising costs
Development Plan Amendments	\$1,500.00 + \$1,500.00 advertising costs

J. HEARINGS

Minor Conditional Use - Small Scale (eg. home occ, guest house, etc.)	*\$400.00
Major Conditional Use - Large Scale (eg. commercial development, multi-family buildings, institutional facilities, etc.)	*\$600.00
Multiple Lot Conditional Use, after the first lot per * fee's above	\$200.00 for each additional lot
Major Variance (greater than 15%) for a Non-Vacant Established Parcel	*\$500.00
Major Variance (greater than 15%) for a Vacant Non-established Parcel	*\$1,500.00
Multiple Lot Variances, after the first lot per * fee's above	\$250.00 for each additional lot
Minor Variance (15% or less) by D.O. for a Non-Vacant Established Parcel	\$200.00
Minor Variance (15% or less) by D.O. for a Vacant Non-established Parcel	\$500.00
Subdivision when new Road is Proposed	\$600.00
Combined Public Hearings (eg. Variance & Conditional Use)	Cost as listed above less 25%
Extension Request – prior to 12 month expiry	\$25.00

K. COPY FEES

Development Plan	\$30.00
Zoning By-Law	\$30.00
Basic photocopy fees	\$0.25 / page

L. FIRE INSPECTIONS

Base Fee	\$100.00 minimum, or 1st hour + \$50.00 each hour thereafter
Subsequent / Follow up Inspection	\$50.00 / hour, minimum one hour charge

M. MISCELLANEOUS FEES

Development Permit for Agricultural Development when inspection is NOT required	\$50.00
Development Permit for all other	\$200.00
Building Plans / Record Searches / Special Reports	\$30.00 / ½ hr. staff time
Certificate of Non-Conformity	\$100.00
Zoning Memorandums: Residential and Commercial	\$100.00
Invoices, subject to net 30 days at	5 %
Mileage	\$0.69 / km
Building Plans Sign-out: Plans not returned within 60 days from the sign-out date	\$50.00
Performance Bond Reviews & Reports	\$100.00
Where an approved permit has received addendums/changes that requires a secondary review by staff	\$75.00 / hr.

SCHEDULE "B"

A. DEPOSIT FEES

- 1) The Deposit Fee must be submitted at the time of building permit application and will be held in trust by the Eastern Interlake Planning District.
- 2) The Deposit Fee amount shall be calculated based on contract value of the project. The Eastern Interlake Planning District shall calculate contract value as follows:
 - i) For buildings/structures - the contract value will be calculated based on the assessed value per square foot; and
 - ii) For renovations/alterations - the contract value shall mean the total monetary worth of all construction work including all painting, papering, roofing, electrical and mechanical work, plumbing, permanent or fixed heating equipment, and any permanent equipment and all labour, materials and other devices entering into and necessary to the prosecution of the work in its completed form. No portion of any building including mechanical, electrical and plumbing work, shall be excluded from the valuation of the building permit because of any other permits required by any governing by-law, regulation or agency.

CONTRACT VALUE	DEPOSIT FEE
Buildings and/or renovations \$0 to \$20,000	\$250.00
Buildings and/or renovations \$20,001 to \$100,000	\$500.00
Buildings and/or renovations \$100,001 to \$300,000	\$1,000.00
Buildings and/or renovations \$300,001 to \$500,000	\$2,500.00
Buildings and/or renovations \$500,001 to \$1,000,000	\$5,000.00
Buildings and/or renovations \$1,000,001 and up	\$10,000.00

B. REFUND OF DEPOSIT FEES

- 1) Deposit fees will only be refunded based on the following conditions:
 - i) Upon the final inspection, the Authority Having Jurisdiction confirms that any deficiencies have been corrected and that all work has been completed to his/her satisfaction; and
 - ii) That all required inspections had been requested and completed during the construction process. The Eastern Interlake Planning District reserves the right to retain a portion of the deposit fee for every missed inspection. The retained portion will be calculated based on the required number of inspections pro-rated by the deposit fee paid, rounded to the nearest dollar. The Eastern Interlake Planning District requires a minimum of 24-hour notice when requesting an inspection, failure to provide proper notice may result in a missed inspection. The contractor and owner are co-responsible for requesting an inspection from the Eastern Interlake Planning District.
- 2) Deposit fees will not be reimbursed on expired permits. A permit shall expire 12 months from the date of approval. The owner/applicant/contractor may submit a request to the Eastern Interlake Planning District for an extension of the permit up to a maximum of 12 additional months, prior to the expiry date. Consideration may be given to re-instate an expired permit at the discretion of the Chief Administrative Officer subject to an administration fee of \$25.00.

- 3) A secondary permit may be obtained for the balance of work on an expired permit at such time the deposit fee may be transferred from the expired permit to the secondary permit at the discretion of the Chief Administrative Officer. The owner/applicant/contractor may request one final extension of the secondary permit up to a maximum of 12 months, prior to the expiry date. Consideration may be given for the final extension at the discretion of the Chief Administration Officer. An expired permit can still receive required inspections subject to applicable fees in Schedule A, item H.
- 4) Where a permit is surrendered for cancellation, the deposit fee may be refunded in full at the discretion of the Chief Administration Officer.
- 5) Should a permit holder contest any decision made by the Chief Administration Officer, they may submit an appeal to the Eastern Interlake Planning District Board of Directors for a ruling to overturn or confirm the decision.

Note: A permit is deemed "completed and closed" only when ALL inspections have been confirmed and the passing of the final inspection has been completed.