



Draft

BUDGET

2025

Investing in what matters, fighting for affordability

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Business and Technical Support Services – Planning, Development and Building Services

2025 Service Area Summary

The Business and Technical Support Services unit (BTSS) provides centralized strategic and operational support to all services within the department. It provides key business support functions and expertise such as project and program management, communications, legislative agenda, audit coordination, policy review and development, digital services support, and fulfilling corporate obligations and reporting. The BTSS supports the General Manager's office, department leadership, and operational services/branches, and works with the other BTSS/BSS units across the corporation to increase organizational effectiveness, efficiency, and collaboration between departments. The BTSS also provides technical support services that provide unique and specialized technical expertise that support core departmental operations, programs, activities, or systems.

City of Ottawa
 Planning, Development and Building Services Department
 GM's Office & Business and Technical Support Services - Operating Resource Requirement
 In Thousands (\$000)

	2023	2024		2025	\$ Change over 2024 Budget
	Actual	Forecast	Budget	Estimate	
Expenditures by Program					
General Manager's Office	692	798	438	456	18
Business and Technical Support Services	3,984	3,793	4,193	4,320	127
Gross Expenditure	4,676	4,591	4,631	4,776	145
Recoveries & Allocations	(2,248)	(2,561)	(2,451)	(2,524)	(73)
Revenue	0	0	0	0	0
Net Requirement	2,428	2,030	2,180	2,252	72
Expenditures by Type					
Salaries, Wages & Benefits	4,499	4,396	4,210	4,355	145
Overtime	2	2	16	16	0
Material & Services	132	133	344	344	0
Transfers/Grants/Financial Charges	19	50	50	50	0
Fleet Costs	0	0	0	0	0
Program Facility Costs	0	0	0	0	0
Other Internal Costs	24	10	11	11	0
Gross Expenditures	4,676	4,591	4,631	4,776	145
Recoveries & Allocations	(2,248)	(2,561)	(2,451)	(2,524)	(73)
Net Expenditure	2,428	2,030	2,180	2,252	72
Revenues By Type					
Federal	0	0	0	0	0
Provincial	0	0	0	0	0
Municipal	0	0	0	0	0
Own Funds	0	0	0	0	0
Property Taxes	0	0	0	0	0
Investment Income	0	0	0	0	0
Development Charges	0	0	0	0	0
Payment-in-Lieu of Taxes	0	0	0	0	0
Fees and Services	0	0	0	0	0
Fines	0	0	0	0	0
Other	0	0	0	0	0
Total Revenue	0	0	0	0	0
Net Requirement	2,428	2,030	2,180	2,252	72
Full Time Equivalents			32.00	32.00	0.00

Planning, Development and Building Services Department 2025 Service Area Summary – Right-of-Way, Heritage and Urban Design Services

ROWHUD is responsible for building a vibrant and safe public realm to protect and enhance Ottawa's legacy. This service area reports to the Transportation Committee, Planning and Housing Committee, Built Heritage Committee, and Agriculture and Rural Affairs Committee.

Programs/Services Offered

- Inspections of new municipal infrastructure related to private development
- Right-of-way reinstatements by builders and utilities
- Manages the Municipal Consent and permitting process for utility works and administers the approval and issuance of permits for construction being undertaken within the road right-of-way
- Administers agreements related to private and public utility infrastructure within the right-of-way
- Public realm planning, improvements, monitoring and implementation on a city-wide basis
- The provision of urban design review, the Urban Design Review Panel, and the creation of urban design guidelines
- Manages all heritage applications and permits as required under the Ontario Heritage Act
- Provides input to relevant development review applications and manages the heritage designation process
- Prepares heritage conservation district plans and studies
- Oversees the heritage grant and Heritage Community Improvement Plan programs
- Provides land information expertise, geographic data, and related services to support the City's internal operations and external client needs
- Oversees the management of the City's legal surveys and mapping programs, serving as the corporate centre of expertise for information on property ownership and boundaries
- Promotes understanding and collaboration using advanced geospatial (GIS) and data science tools
- Provides expert services and solutions in visualization, data analytics, and applications to support city-building and emergency operations

City of Ottawa
 Planning, Development and Building Services Department
 Right of Way, Heritage and Urban Design - Operating Resource Requirement
 In Thousands (\$000)

	2023	2024		2025	\$ Change over 2024 Budget
	Actual	Forecast	Budget	Estimate	
Expenditures by Program					
Manager's Office	965	921	471	491	20
Surveys and Mapping	3,473	3,499	3,555	3,660	105
Heritage Planning	1,714	1,806	1,875	1,973	98
Public Realm & Urban Design	2,421	1,918	1,943	2,041	98
Right of Way	3,712	3,576	3,537	3,703	166
Inspections	9,943	6,139	5,944	6,161	217
Geospatial Analytics, Tech & Solutions	2,881	2,824	2,958	3,269	311
Gross Expenditure	25,109	20,683	20,283	21,298	1,015
Recoveries & Allocations	(8,531)	(4,649)	(4,099)	(3,914)	185
Revenue	(15,668)	(15,949)	(15,949)	(16,924)	(975)
Net Requirement	910	85	235	460	225
Expenditures by Type					
Salaries, Wages & Benefits	17,246	18,022	17,522	18,217	695
Overtime	335	262	262	262	0
Material & Services	1,239	637	1,037	1,197	160
Transfers/Grants/Financial Charges	288	500	300	400	100
Fleet Costs	430	435	385	410	25
Program Facility Costs	0	0	0	0	0
Other Internal Costs	5,571	827	777	812	35
Gross Expenditures	25,109	20,683	20,283	21,298	1,015
Recoveries & Allocations	(8,531)	(4,649)	(4,099)	(3,914)	185
Net Expenditure	16,578	16,034	16,184	17,384	1,200

City of Ottawa
 Planning, Development and Building Services Department
 Right of Way, Heritage and Urban Design - Operating Resource Requirement
 In Thousands (\$000)

	2023	2024		2025	\$ Change over 2024 Budget
	Actual	Forecast	Budget	Estimate	
Revenues By Type					
Federal	0	0	0	0	0
Provincial	(1)	0	0	0	0
Municipal	0	0	0	0	0
Own Funds	(175)	(175)	(175)	(185)	(10)
Property Taxes	0	0	0	0	0
Investment Income	0	0	0	0	0
Development Charges	0	0	0	0	0
Payment-in-Lieu of Taxes	0	0	0	0	0
Fees and Services	(15,492)	(15,774)	(15,774)	(16,739)	(965)
Fines	0	0	0	0	0
Other	0	0	0	0	0
Total Revenue	(15,668)	(15,949)	(15,949)	(16,924)	(975)
Net Requirement	910	85	235	460	225
Full Time Equivalents			152.61	153.61	1.00

City of Ottawa
Planning, Development and Building Services Department
Right of Way, Heritage and Urban Design - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Heritage Applications							
Heritage Confirmation Letter	222.00	228.00	238.00	4.4%	7.2%	01-Jan-25	
Delegated Authority Permits: Alterations	279.00	286.00	298.00	4.2%	6.8%	01-Jan-25	
Delegated Authority Permits: Additions	837.00	858.00	894.00	4.2%	6.8%	01-Jan-25	
Minor Alterations (that require Built Heritage Committee/Council approval)	2,340.00	2,399.00	2,500.00	4.2%	6.8%	01-Jan-25	
Major Alterations (that require Built Heritage Committee/Council approval)	8,930.00	9,153.00	9,537.00	4.2%	6.8%	01-Jan-25	
Demolition - Part IV/Grade 1/Contributing	13,954.00	14,303.00	14,902.00	4.2%	6.8%	01-Jan-25	
Demolition - Grade 2/Non-Contributing/HCD Plan Supported	2,791.00	2,861.00	2,981.00	4.2%	6.8%	01-Jan-25	
New Construction on Designated Property: Small Scale	3,349.00	3,433.00	3,577.00	4.2%	6.8%	01-Jan-25	
New Construction on Designated Property: Medium Scale	5,581.00	5,721.00	5,961.00	4.2%	6.8%	01-Jan-25	
New Construction on Designated Property: Large Scale	8,930.00	9,153.00	9,537.00	4.2%	6.8%	01-Jan-25	
Home Builder's Wayfinding Sign permit							
Processing and technical review	137.00	140.00	146.00	4.3%	6.6%	01-Jan-25	
Per annum/sign	1,530.00	1,568.00	1,634.00	4.2%	6.8%	01-Jan-25	
Annual renewal fee	1,530.00	1,568.00	1,634.00	4.2%	6.8%	01-Jan-25	
Directional Farm Sign Fees							
Application fee per sign	114.00	117.00	122.00	4.3%	7.0%	01-Jan-25	
Banner Sign Fees							
Processing and technical review fee /group	71.00	73.00	76.00	4.1%	7.0%	01-Jan-25	
Inspection fee/group	71.00	73.00	76.00	4.1%	7.0%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Right of Way, Heritage and Urban Design - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Outdoor Patio							
First time review fee	389.00	399.00	416.00	4.3%	6.9%	01-Jan-25	
First time review fee with public circulation	389.00	399.00	416.00	4.3%	6.9%	01-Jan-25	
Permit processing fee	71.00	73.00	76.00	4.1%	7.0%	01-Jan-25	
Summer Monthly Rental (April to October) per sqm	7.54	11.45	15.91	39.0%	111.0%	01-Jan-25	
Winter Monthly Rental (November to March) per sqm	2.43	3.69	5.13	38.9%	111.0%	01-Jan-25	
Café Seating							
Permit processing fee	71.00	73.00	76.00	4.1%	7.0%	01-Jan-25	
Per annum fee	89.00	136.50	190.00	39.2%	113.5%	01-Jan-25	
Parklets							
Permit processing fee	71.00	73.00	76.00	4.1%	7.0%	01-Jan-25	
Per annum fee	178.00	182.00	190.00	4.4%	6.7%	01-Jan-25	
Tourist Information Kiosk							
Rental on Roadway or Sidewalk per sqm/day	1.83	1.87	1.95	4.2%	6.8%	01-Jan-25	
Rental on unimproved Boulevard per sqm/day	0.78	0.80	0.84	4.2%	6.8%	01-Jan-25	
Customer Service Box							
Newspaper Vending/Courier/Drop/Publication Distribution	108.00	111.00	116.00	4.5%	7.4%	01-Jan-25	
Removal Cost	108.00	111.00	116.00	4.5%	7.4%	01-Jan-25	
Temporary Construction Encroachment Permit Application Fees							
Application - Simple	88.00	93.00	97.00	4.3%	10.2%	01-Jan-25	
Application - Complex	877.00	924.00	963.00	4.2%	9.8%	01-Jan-25	
Rental on Sidewalk per sqm/day	1.83	1.87	1.95	4.2%	6.8%	01-Jan-25	
Rental on Boulevard per sqm/day	0.78	0.80	0.84	4.2%	6.8%	01-Jan-25	
Minimum Rental Charge daily	37.00	38.00	40.00	5.3%	8.1%	01-Jan-25	
Annual Permanent Encroachment Fees							
3 stories or less charge per sqm	9.81	10.05	10.47	4.2%	6.8%	01-Jan-25	
Minimum charge	45.00	46.00	48.00	4.3%	6.7%	01-Jan-25	
More than 3 stories - encroachment less than 0.279 m2	86.00	88.00	92.00	4.5%	7.0%	01-Jan-25	
More than 3 stories - encroachment equal to or greater than 0.279 m2	171.00	175.00	182.00	4.0%	6.4%	01-Jan-25	
Permit Technical Review Fee	649.00	665.00	693.00	4.2%	6.8%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Right of Way, Heritage and Urban Design - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Surface-Commercial							
Encroachment less than 0.279 m2	86.00	88.00	92.00	4.5%	7.0%	01-Jan-25	
Encroachment equal to or greater than 0.279 m2	171.00	175.00	182.00	4.0%	6.4%	01-Jan-25	
Permit Technical Review Fee	649.00	665.00	693.00	4.2%	6.8%	01-Jan-25	
Surface-Residential							
More than 3 stories - encroachment less than 1m2	70.00	72.00	75.00	4.2%	7.1%	01-Jan-25	
More than 3 stories - encroachment equal to or greater than 1m2	142.00	146.00	152.00	4.1%	7.0%	01-Jan-25	
Permit Technical Review Fee	649.00	665.00	693.00	4.2%	6.8%	01-Jan-25	
Subsurface-Commercial							
Encroachment less than 0.279 m2	101.00	104.00	108.00	3.8%	6.9%	01-Jan-25	
Encroachment equal to or greater than 0.279 m2	170.00	174.00	181.00	4.0%	6.5%	01-Jan-25	
Permit Technical Review Fee	649.00	665.00	693.00	4.2%	6.8%	01-Jan-25	
Subsurface-Residential							
Encroachment Fee charge per sqm	9.81	10.06	10.48	4.2%	6.8%	01-Jan-25	
Minimum charge	45.00	46.00	48.00	4.3%	6.7%	01-Jan-25	
Special Vehicle Permits							
Annual	365.00	374.00	390.00	4.3%	6.8%	01-Jan-25	
Project	276.00	283.00	295.00	4.2%	6.9%	01-Jan-25	
Single Trip	111.00	114.00	119.00	4.4%	7.2%	01-Jan-25	
Single Trip – Super Load	885.00	907.00	945.00	4.2%	6.8%	01-Jan-25	
Private Approach Permit Fees							
Single Detached Dwellings	186.00	193.00	201.00	4.1%	8.1%	01-Jan-25	
Commercial, Industrial & Multi-residential							
(i) up to and including 49 parking spaces	322.00	334.00	348.00	4.2%	8.1%	01-Jan-25	
(ii) 50-99 parking spaces	645.00	669.00	697.00	4.2%	8.1%	01-Jan-25	
(iii) 100 parking spaces or more	822.00	853.00	889.00	4.2%	8.2%	01-Jan-25	
Inspect fee for culvert installation	108.00	112.00	117.00	4.5%	8.3%	01-Jan-25	
Temporary Access	186.00	193.00	201.00	4.1%	8.1%	01-Jan-25	
Removal of Redundant Access	186.00	193.00	201.00	4.1%	8.1%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Right of Way, Heritage and Urban Design - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Road Cut Fees							
External Street Segment Fee	275.00	296.00	464.00	56.8%	68.7%	01-Jan-25	
Internal Street Segment Fee	N/A	N/A	224.00	100.0%	100.0%	01-Jan-25	
Internal Municipal Capital Project Street Segment Fee	N/A	N/A	51.00	100.0%	100.0%	01-Jan-25	
Temporary Road Closure Application Fee	1,112.00	1,140.00	1,748.00	53.3%	57.2%	01-Jan-25	
Municipal Consent							
Municipal Consent Application Fee	N/A	N/A	278.00	100.0%	100.0%	01-Jan-25	
Municipal Consent Circulation Fee	N/A	N/A	359.00	100.0%	100.0%	01-Jan-25	
Municipal Consent Per Meter rate	N/A	N/A	0.41	100.0%	100.0%	01-Jan-25	
Utility Circulation Fee	N/A	N/A	675.00	100.0%	100.0%	01-Jan-25	
Utility Circulation Per Meter rate	N/A	N/A	0.15	100.0%	100.0%	01-Jan-25	
Sewer and Water Inspection Fees							
Sewer Permit Fees	234.00	240.00	261.00	8.8%	11.5%	01-Jan-25	
Water Permit Fees	234.00	240.00	261.00	8.8%	11.5%	01-Jan-25	
ROW Damage Deposit							
ROW Damage Deposit Amount - Per vertically divided unit	3,000.00	3,000.00	3,000.00	0.0%	0.0%	01-Jan-25	
ROW Damage Deposit Administrative Fee	112.00	115.00	120.00	4.3%	7.1%	01-Jan-25	
Annual Utility Duct Usage Fee (per cable)							
per 30m of Conduit	25.03	25.66	26.66	3.9%	6.5%	01-Jan-25	
License of Occupation Legal Agreement Preparation	1,151.00	1,180.00	1,229.00	4.2%	6.8%	01-Jan-25	
License of Occupation Renewal	545.00	559.00	582.00	4.1%	6.8%	01-Jan-25	
Engineering Design Review and Inspection Fees							
Value of hard servicing	4.50%	5.00%	5.00%	0.0%	11.1%	01-Jan-25	
Value of soft servicing	2.25%	2.50%	2.50%	0.0%	11.1%	01-Jan-25	
Value of construction costs for Front Ending Agreement	4.50%	5.00%	5.00%	0.0%	11.1%	01-Jan-25	
Administrative Fee on All Requests	89.00	91.00	95.00	4.4%	6.7%	01-Jan-25	
Custom Mapping (Not shown above)							
Production of customized tile, map or data (hourly rate)	124.00	127.00	132.00	3.9%	6.5%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Right of Way, Heritage and Urban Design - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Aerial photography, base mapping, and LiDAR (Cost per tile)							
Aerial Base Vector Mapping (DGN or DWG)	155.00	159.00	166.00	4.4%	7.1%	01-Jan-25	
Aerial Ortho-Imagery (TIF)	155.00	159.00	166.00	4.4%	7.1%	01-Jan-25	
Aerial LIDAR (LAZ)	155.00	159.00	166.00	4.4%	7.1%	01-Jan-25	
LOD 2.5 3D Building (DXF or FGDB)	155.00	159.00	166.00	4.4%	7.1%	01-Jan-25	
Central Registry Data, Engineering Plan and Reports							
Engineering Plans (TIF or PDF)	16.50	16.50	17.50	6.1%	6.1%	01-Jan-25	
Engineering Plans (DGN or DWG)	48.00	49.00	51.00	4.1%	6.3%	01-Jan-25	
Central Registry Plans (DWG or DGN)	152.00	156.00	166.00	6.4%	9.2%	01-Jan-25	
Central Registry Plans (PDF)	48.00	49.00	51.00	4.1%	6.3%	01-Jan-25	
Engineering & Geotechnical Reports (TIF or PDF)	36.00	37.00	39.00	5.4%	8.3%	01-Jan-25	
General Land Use Map (hard copy)	16.50	16.50	17.50	6.1%	6.1%	01-Jan-25	
General Land Use Map (PDF)	124.00	127.00	132.00	3.9%	6.5%	01-Jan-25	
Administration and Overhead Charge							
Applied to the overall cost recovery for any works undertaken for third parties not covered under other agreements, such as developers, school boards, universities or general parties	15%	15%	15.00%	0.0%	0.0%	01-Jan-25	
Total Departmental							(975)

Planning, Development and Building Services Department 2025 Service Area Summary - Planning Services

Planning Services (PS) reports to the Planning and Housing Committee and the Agricultural and Rural Affairs Committee.

Planning Services helps manage the evolution of the city, through planning policy and city-wide development review approvals, to enhance the quality of life so that people can live, prosper and connect in neighbourhoods, buildings and spaces that are vibrant, well designed, safely built and sustainable.

Programs/Services Offered - Development Review – West, East, Central, South, & All Wards

- Provide multi-disciplinary review, coordination of review by internal stakeholders, and approval of development applications on a geographic basis; technical support to the planning application process, including circulation, notification and legislative support
- Online development applications search tool providing information on current development applications
- Administer the Brownfields Redevelopment Program as well as compliance and zoning reports

Policy and Community Planning

- Official Plan Review: preparing and maintaining the City's Official Plan, and long-term urban planning strategy
- Community Planning: neighbourhood planning, including Community Design Plans, Secondary Plans, Transit-Oriented Development Plans, and Neighbourhood Revitalization Plans for existing and future neighbourhoods
- Zoning & Interpretation: oversight, maintenance, updating and writing of the Zoning By-law and amendments; preparing related city-wide and area-specific zoning studies
- Research and Forecasting: the centre of expertise for population, employment, housing, land use, and related land supplies; implementing recommendations from the 15-minute Neighbourhood baseline study; and, for monitoring of the Official Plan and economic indicators to inform the development of economic and planning policy within the City

City of Ottawa
 Planning, Development and Building Services Department
 Planning Services - Operating Resource Requirement
 In Thousands (\$000)

	2023	2024		2025	\$ Change over 2024 Budget
	Actual	Forecast	Budget	Estimate	
Expenditures by Program					
Director's Office	5,296	6,221	6,221	6,291	70
Development Review	10,020	14,170	15,570	16,135	565
Policy and Community Planning	3,913	4,111	4,161	4,283	122
Gross Expenditure	19,229	24,502	25,952	26,709	757
Recoveries & Allocations	(2,697)	(2,498)	(1,348)	(1,506)	(158)
Revenue	(14,118)	(13,988)	(22,988)	(23,587)	(599)
Net Requirement	2,414	8,016	1,616	1,616	0
Expenditures by Type					
Salaries, Wages & Benefits	14,478	16,945	17,395	17,950	555
Overtime	30	86	136	136	0
Material & Services	970	1,116	1,416	1,426	10
Transfers/Grants/Financial Charges	7	0	0	0	0
Fleet Costs	0	0	0	0	0
Program Facility Costs	0	0	0	0	0
Other Internal Costs	3,744	6,355	7,005	7,197	192
Gross Expenditures	19,229	24,502	25,952	26,709	757
Recoveries & Allocations	(2,697)	(2,498)	(1,348)	(1,506)	(158)
Net Expenditure	16,532	22,004	24,604	25,203	599
Revenues By Type					
Federal	0	0	0	0	0
Provincial	0	0	0	0	0
Municipal	0	0	0	0	0
Own Funds	(203)	(200)	(200)	(210)	(10)
Property Taxes	0	0	0	0	0
Investment Income	0	0	0	0	0
Development Charges	0	0	0	0	0
Payment-in-Lieu of Taxes	0	0	0	0	0
Fees and Services	(13,604)	(13,788)	(22,788)	(23,377)	(589)
Fines	0	0	0	0	0
Other	(311)	0	0	0	0
Total Revenue	(14,118)	(13,988)	(22,988)	(23,587)	(599)
Net Requirement	2,414	8,016	1,616	1,616	0
Full Time Equivalents			132.36	132.36	0.00

City of Ottawa
 Planning, Development and Building Services Department
 Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Development Review Process							
Official Plan Amendment							
Official Plan Amendment ^{1, 3}	29,883.00	34,960.00	37,890.00	8.4%	26.8%	01-Jan-25	
Urban and Village Boundary Expansion	N/A	N/A	1,400,000.00	100.0%	100.0%	01-Jan-25	
Zoning By-Law Amendments							
Zoning By-Law Amendment Major ^{1, 3}	25,492.00	29,823.00	32,322.00	8.4%	26.8%	01-Jan-25	
Zoning By-Law Amendment Minor ^{1, 3}	13,096.00	15,321.00	16,605.00	8.4%	26.8%	01-Jan-25	
Lifting Holding By-law	9,025.00	10,558.00	11,443.00	8.4%	26.8%	01-Jan-25	
Zoning By-law Amendment-Severance of Surplus Farm Dwelling ^{2, 3}	5,395.00	6,312.00	6,841.00	8.4%	26.8%	01-Jan-25	
Subdivision Draft Approval							
Subdivision Draft Approval 1 to 40 units ^{1, 3}	52,686.00	61,638.00	66,803.00	8.4%	26.8%	01-Jan-25	
Subdivision Draft Approval 41 to 250 units ^{1, 3}	94,180.00	110,182.00	119,415.00	8.4%	26.8%	01-Jan-25	
Subdivision Draft Approval 251+ units ^{1, 3}	114,645.00	134,124.00	145,364.00	8.4%	26.8%	01-Jan-25	
Subdivision Draft Approval Non-residential Uses	43,896.00	51,354.00	55,657.00	8.4%	26.8%	01-Jan-25	
Subdivision Draft Approval Residential and Non-residential Uses	11,546.00 plus the fee applicable to the number of dwelling units	13,508.00 plus the fee applicable to the number of dwelling units	14,609.00 plus the fee applicable to the number of dwelling units	8.4%	48.8%	01-Jan-25	
Subdivision Final Approval							
Subdivision Planning Agreement 1 to 40 units	11,546.00	13,508.00	14,640.00	8.4%	26.8%	01-Jan-25	
Subdivision Planning Agreement 41 to 250 units	13,622.00	15,936.00	17,271.00	8.4%	26.8%	01-Jan-25	
Subdivision Planning Agreement 251+units	16,902.00	19,774.00	21,431.00	8.4%	26.8%	01-Jan-25	
Subdivision Planning Agreement Non-residential Uses	5,721.00	6,693.00	7,254.00	8.4%	26.8%	01-Jan-25	
Subdivision Revisions Requiring Circulation	5,721.00	6,693.00	7,254.00	8.4%	26.8%	01-Jan-25	
Subdivision Extension of Draft Plan Approval	5,288.00	6,186.00	6,704.00	8.4%	26.8%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Plan of Condominium							
Condominium-New Vacant Land -No Concurrent Site Plan ^{1,3}	46,513.00	54,416.00	58,976.00	8.4%	26.8%	01-Jan-25	
Condominium-New Vacant Land -With Concurrent Site Plan ^{1,3}	18,890.00	22,100.00	23,952.00	8.4%	26.8%	01-Jan-25	
Condominium - New Standard, Common Elements, Phased or Leasehold	18,890.00	22,100.00	23,952.00	8.4%	26.8%	01-Jan-25	
Condominium - Revision or Extension	3,445.00	4,030.00	4,368.00	8.4%	26.8%	01-Jan-25	
Site Plan Control							
Site Plan - Complex ^{1,3}	54,015.00	63,193.00	68,489.00	8.4%	26.8%	01-Jan-25	
Site Plan - Standard, non-rural area	19,063.00	22,302.00	24,171.00	8.4%	26.8%	01-Jan-25	
Site Plan - Revision, Complex ^{1,3}	37,178.00	43,495.00	47,140.00	8.4%	26.8%	01-Jan-25	
Site Plan - Revision, Standard, non-rural area	8,503.00	9,948.00	10,782.00	8.4%	26.8%	01-Jan-25	
Site Plan - Extension, non-rural area	4,771.00	5,582.00	6,050.00	8.4%	26.8%	01-Jan-25	
Site Plan - Street townhouse, not previously approved through the subdivision process	8,503.00	9,948.00	10,782.00	8.4%	26.8%	01-Jan-25	
Site Plan - Standard, rural area	15,969.00	18,682.00	20,248.00	8.4%	26.8%	01-Jan-25	
Site Plan - Rural small, rural area	1,032.00	1,207.00	1,308.00	8.4%	26.7%	01-Jan-25	
Site Plan - Revision, Standard, rural area	1,032.00	1,207.00	1,308.00	8.4%	26.7%	01-Jan-25	
Site Plan - Extension, rural area	1,032.00	1,207.00	1,308.00	8.4%	26.7%	01-Jan-25	
Site Plan - Master, Draft approval ^{1,3}	41,517.00	48,571.00	52,641.00	8.4%	26.8%	01-Jan-25	
Site Plan - Master, Final approval	2,573.00	3,010.00	3,262.00	8.4%	26.8%	01-Jan-25	
Lifting Part Lot Control							
Lifting Part Lot Control	8,386.00	9,811.00	10,633.00	8.4%	26.8%	01-Jan-25	
Lifting Part Lot Control-Extension	1,072.00	1,254.00	1,359.00	8.4%	26.8%	01-Jan-25	
Lifting 30 Centimetre Reserve							
Lifting 30 Centimetre Reserve	1,726.00	2,019.00	2,188.00	8.4%	26.8%	01-Jan-25	
Lifting 30 Centimetre Reserve – Rural Single Lot Hydrogeological	864.00	1,011.00	1,096.00	8.4%	26.9%	01-Jan-25	
Demolition Control							
Demolition Control ^{1,3}	2,696.00	3,154.00	3,418.00	8.4%	26.8%	01-Jan-25	
Demolition Unit Fee	7,408.00	8,667.00	9,393.00	8.4%	26.8%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Street/Lane Opening & Closing							
Street/Lane Opening	18,890.00	22,100.00	23,952.00	8.4%	26.8%	01-Jan-25	
Street/Lane Closure Travelled Arterial, Major Collector, and Collector 1, 3	13,912.00	16,276.00	17,640.00	8.4%	26.8%	01-Jan-25	
Street/Lane Closure Untravelled Arterial, Major Collector, and Collector	13,912.00	16,276.00	17,640.00	8.4%	26.8%	01-Jan-25	
Street/Lane Closure Travelled Local Road and Lane ^{1,3}	6,364.00	7,445.00	8,069.00	8.4%	26.8%	01-Jan-25	
Street/Lane Closure Untravelled Local Road and Lane	6,364.00	7,445.00	8,069.00	8.4%	26.8%	01-Jan-25	
Other Planning Applications							
Municipal Review and Concurrence of an Antenna System (ACS2012-ICS-PGM-0045)							
Residential Use Antenna System	501.00	586.00	635.00	8.4%	26.7%	01-Jan-25	
Antenna System	4,482.00	5,244.00	5,683.00	8.4%	26.8%	01-Jan-25	
Gateway Features							
Development Application Gateway Feature - Lump sum per gateway	41,098.00	48,081.00	52,110.00	8.4%	26.8%	01-Jan-25	
Gateway Feature Maintenance Fund (value above \$100,000)	15%	15%	15%	0.0%	0.0%	01-Jan-25	
Engineering Design Review and Inspection Fees							
Value of hard servicing	5.0%	5.0%	5.0%	0.0%	0.0%	01-Jan-25	
Value of soft servicing	2.50%	2.50%	2.50%	0.0%	0.0%	01-Jan-25	
Value of construction costs for Front Ending Agreement	5.0%	5.0%	5.0%	0.0%	0.0%	01-Jan-25	
Review of Fourth and Every Subsequent Engineering Submissions	3,704.00	4,333.00	4,696.00	8.4%	26.8%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Planning Review of Committee of Adjustment Applications							
Minor Variance Planning Review	563.00	659.00	714.00	8.3%	26.8%	01-Jan-25	
Consent application Planning Review	942.00	1,102.00	1,194.00	8.3%	26.8%	01-Jan-25	
Combined Consent/Minor Variance Planning Review	1,086.00	1,271.00	1,378.00	8.4%	26.9%	01-Jan-25	
Historical Land Use Inventory							
Historical Land Use Inventory	155.00	181.00	196.00	8.3%	26.5%	01-Jan-25	
Front Ending-Application							
Front Ending Application	12,623.00	14,768.00	16,006.00	8.4%	26.8%	01-Jan-25	
Pre-consultation Fee							
Pre-consultation Fee	774.00	906.00	982.00	8.4%	26.9%	01-Jan-25	
Rural Park Development Fee							
Park Development Contribution (Rural)	2,823.00 per lot	3,303.00 per lot	3,570.00 per lot	8.4%	27.2%	01-Jan-25	
Revision Fee							
Application Revisions Requiring Circulation	4,940.00	5,779.00	6,263.00	8.4%	26.8%	01-Jan-25	
Road Modification Detailed Design Review fee							
Road Modification Detailed Design Review fee	2,830.00	2,940.00	3,186.00	8.4%	12.6%	01-Jan-25	
Transfer of Review Fees are per the Ministry of Environment, Conservation and Parks							
Notes on above							
¹ On-site sign fee (HST applicable)	774.00	906.00	982.00	8.4%	26.9%	01-Jan-25	
² On-site sign fee (HST applicable)	386.00	452.00	490.00	8.4%	26.9%	01-Jan-25	
³ Additional on-site sign fee (HST applicable)	386.00	452.00	490.00	8.4%	26.9%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Legal Fees Related to Planning Applications							
Subdivision Legal Agreement 1 to 40 units	4,652.00	11,118.00	11,440.00	2.9%	145.9%	01-Jan-25	
Subdivision Legal Agreement 41 to 250 units	7,152.00	17,093.00	17,589.00	2.9%	145.9%	01-Jan-25	
Subdivision Legal Agreement 251+ units	9,827.00	23,487.00	24,168.00	2.9%	145.9%	01-Jan-25	
Subdivision Legal Agreement Non-residential	1,797.00	4,295.00	4,420.00	2.9%	146.0%	01-Jan-25	
Subdivision Revision	1,071.00	2,560.00	2,634.00	2.9%	145.9%	01-Jan-25	
Site Plan Control - Complex	2,882.00	6,888.00	7,088.00	2.9%	145.9%	01-Jan-25	
Site Plan Control - Standard	2,882.00	6,888.00	7,088.00	2.9%	145.9%	01-Jan-25	
Site Plan Control - Revision - Complex	1,447.00	3,458.00	3,558.00	2.9%	145.9%	01-Jan-25	
Site Plan Control - Revision - Standard, Rural and Non-rural area	1,447.00	3,458.00	3,558.00	2.9%	145.9%	01-Jan-25	
Site Plan Control - Master	2,882.00	6,888.00	7,088.00	2.9%	145.9%	01-Jan-25	
Condominium Approval	2,500.00	5,975.00	6,148.00	2.9%	145.9%	01-Jan-25	
Condominium Revision/Extension	1,071.00	2,560.00	2,634.00	2.9%	145.9%	01-Jan-25	
Lifting Part Lot Control	719.00	1,718.00	1,768.00	2.9%	145.9%	01-Jan-25	
Lifting Part Lot Control Extension/Pending Expiration	531.00	1,269.00	1,306.00	2.9%	146.0%	01-Jan-25	
Lifting 30 Centimetre Reserve	392.00	937.00	964.00	2.9%	145.9%	01-Jan-25	
Demolition Control By-law Part V and Part IV	430.00	1,028.00	1,058.00	2.9%	146.0%	01-Jan-25	
Street/Lane Opening	1,686.00	4,030.00	4,147.00	2.9%	146.0%	01-Jan-25	
Street/Lane Closure	280.00	669.00	688.00	2.8%	145.7%	01-Jan-25	
Front Ending Agreement/Third Party Infrastructure Agreement/Contribution Agreement requiring Council Approval	7,384.00	17,648.00	18,160.00	2.9%	145.9%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Miscellaneous Legal Fees Related to Planning Services Applications							
Easement	674.00	1,611.00	1,658.00	2.9%	146.0%	01-Jan-25	
Encroachment	674.00	1,611.00	1,658.00	2.9%	146.0%	01-Jan-25	
Encroachment assignment	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Conveyance as a Condition of Development Approval	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Postponement Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Partial Discharge of Mortgage	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Maintenance & Liability Agreement	583.00	1,393.00	1,433.00	2.9%	145.8%	01-Jan-25	
Amending Maintenance and Liability Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Do-It-Yourself Construction Agreement	1,345.00	3,215.00	3,308.00	2.9%	145.9%	01-Jan-25	
Watermain Agreements	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Inhibiting Orders	834.00	1,993.00	2,051.00	2.9%	145.9%	01-Jan-25	
Release of Inhibiting Orders	834.00	1,993.00	2,051.00	2.9%	145.9%	01-Jan-25	
Early Servicing Agreements	5,420.00	12,954.00	13,330.00	2.9%	145.9%	01-Jan-25	
Release of Deferral Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Communal Water and Wastewater Agreements	5,420.00	12,954.00	13,330.00	2.9%	145.9%	01-Jan-25	
Private Roadway Agreement	674.00	1,611.00	1,658.00	2.9%	146.0%	01-Jan-25	
Release of Site Plan Agreement/Easement	453.00	1,083.00	1,114.00	2.9%	145.9%	01-Jan-25	
Agreements arising from Consent Applications	1,718.00	4,106.00	4,225.00	2.9%	145.9%	01-Jan-25	
Agreements arising from Minor Variance	674.00	1,611.00	1,658.00	2.9%	146.0%	01-Jan-25	
Well Agreement	274.00	655.00	674.00	2.9%	146.0%	01-Jan-25	
Other Agreements arising from Committee of Adjustment Applications	453.00	1,083.00	1,114.00	2.9%	145.9%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Planning Services - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Miscellaneous Legal Fees Related to Planning Services Applications continued							
Amending Site Plan Agreement Not Covered by Development Application Fee	1,272.00	3,040.00	3,128.00	2.9%	145.9%	01-Jan-25	
Amending Subdivision Agreement Not Covered by Development Application Fee	1/2 Primary Agreement Legal Fee	1/2 Primary Agreement Legal Fee	1/2 Primary Agreement Legal Fee	0.0%	0.0%	01-Jan-25	
Miscellaneous Agreement Arising from Development Applications	739.00	1,766.00	1,817.00	2.9%	145.9%	01-Jan-25	
Release of Miscellaneous Agreement Arising from Development Applications	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Traffic Signal Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Municipal Covenant Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Consolidation Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Community Improvement Plan (Development Assistance) Grant Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Road Modification Agreement	739.00	1,766.00	1,817.00	2.9%	145.9%	01-Jan-25	
Other Agreements - Complex	834.00	1,993.00	2,051.00	2.9%	145.9%	01-Jan-25	
Other Agreements - Simple	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Limiting Distance Agreement	347.00	829.00	853.00	2.9%	145.8%	01-Jan-25	
Section 37/Community Benefits Agreements	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Brownfield Agreement	275.00	657.00	676.00	2.9%	145.8%	01-Jan-25	
Municipal Responsibility Agreement	1,655.00	3,955.00	4,070.00	2.9%	145.9%	01-Jan-25	
Cost Sharing Agreement (simple agreements as a condition of subdivision/site plan approval)	1,655.00	3,955.00	4,070.00	2.9%	145.9%	01-Jan-25	
Total Departmental							(599)

Planning, Development and Building Services Department 2025 Service Area Summary - Building Code Services

Building Code Services (BCS) is the regulatory authority for building construction for the City and enforces the Ontario Building Code (OBC) to protect the public. The OBC establishes uniform minimum standards for health, life safety, fire protection, accessibility, energy efficiency and structural sufficiency that must be included in the design and construction of a building.

In accordance with the Building Code Act, building permit fees are set to only recover the costs associated with servicing building permits and enforcing the Act and Code. A Building Code Reserve Fund has been established to safeguard the City's ability to continue to enforce the Act and Code and avert passing on the associated costs to general taxation.

Programs/Services Offered

- Provide frontline development information to clients
- Provide OBC expert advice to the industry and all stakeholders
- Review construction plans for all new/renovated buildings
- Calculate and collect building permit and related charges including development charges
- Issue building and demolition permits
- Conduct inspections of building construction, renovations and unsafe buildings
- Issue orders, prosecute non-compliant construction and manage legal claims
- Municipal addressing – policy direction, naming, assignment of civic numbers
- Access to building permit records
- Process Agency Letters of Approval (liquor licence applications)

City of Ottawa
 Planning, Development and Building Services Department
 Building Code Services - Ontario Building Code - Operating Resource Requirement
 In Thousands (\$000)

	2023	2024		2025	\$ Change over 2024 Budget
	Actual	Forecast	Budget	Estimate	
Expenditures by Program					
Building Code Services - Other Permits and Compliance Reporting	549	672	670	652	(18)
Building Code Service - Ontario Building Code	27,862	28,532	31,126	31,598	472
Gross Expenditure	28,411	29,204	31,796	32,250	454
Recoveries & Allocations	(1,167)	(117)	(237)	(218)	19
Revenue	(27,715)	(29,527)	(31,999)	(32,490)	(491)
Net Requirement	(471)	(440)	(440)	(458)	(18)
Expenditures by Type					
Salaries, Wages & Benefits	18,319	19,159	21,158	21,637	479
Overtime	314	342	665	665	0
Material & Services	813	1,039	1,189	1,164	(25)
Transfers/Grants/Financial Charges	356	0	0	0	0
Fleet Costs	226	284	284	284	0
Program Facility Costs	0	0	0	0	0
Other Internal Costs	8,383	8,380	8,500	8,500	0
Gross Expenditures	28,411	29,204	31,796	32,250	454
Recoveries & Allocations	(1,167)	(117)	(237)	(218)	19
Net Expenditure	27,244	29,087	31,559	32,032	473
Revenues By Type					
Federal	0	0	0	0	0
Provincial	0	0	0	0	0
Municipal	0	0	0	0	0
Own Funds	(4,388)	(2,472)	(778)	0	778
Property Taxes	0	0	0	0	0
Investment Income	0	0	0	0	0
Development Charges	0	0	0	0	0
Payment-in-Lieu of Taxes	0	0	0	0	0
Fees and Services	(23,327)	(27,055)	(31,221)	(32,490)	(1,269)
Fines	0	0	0	0	0
Other	0	0	0	0	0
Total Revenue	(27,715)	(29,527)	(31,999)	(32,490)	(491)
Net Requirement	(471)	(440)	(440)	(458)	(18)
Full Time Equivalents			197.89	197.89	0.00

City of Ottawa
Planning, Development and Building Services Department
Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Building Code Services (OPCR) section Other Permits and Compliance Reporting							
Agency Letters*	439.00	451.00	481.00	6.7%	9.6%	01-Jan-25	
Pool Enclosures	220.00	226.00	241.00	6.6%	9.5%	01-Jan-25	
Permanent signs on private property	364.00	374.00	399.00	6.7%	9.6%	01-Jan-25	
Directional Development Sign	408.00	419.00	447.00	6.7%	9.6%	01-Jan-25	
Development Sign - Development area ≤ 1,000 m2	408.00	419.00	447.00	6.7%	9.6%	01-Jan-25	
Development Sign - Development area 1,000 to 5,000 m2	745.00	765.00	817.00	6.8%	9.7%	01-Jan-25	
Development Sign - Development area > 5,000 m2	1,442.00	1,481.00	1,581.00	6.8%	9.6%	01-Jan-25	
Static Billboard Sign Permit	2,280.00	2,341.00	2,499.00	6.7%	9.6%	01-Jan-25	
Digital Billboard Sign Permit	3,023.00	3,104.00	3,314.00	6.8%	9.6%	01-Jan-25	
Sign Impound and Storage Fees (per Month)	186.00	191.00	204.00	6.8%	9.7%	01-Jan-25	
Sign Encroachment (Initial) (per sign)	342.00	351.00	375.00	6.8%	9.6%	01-Jan-25	
Sign Encroachment (Renewal)	135.00	139.00	148.00	6.5%	9.6%	01-Jan-25	
Signs Minor Variance	2,126.00	2,183.00	2,330.00	6.7%	9.6%	01-Jan-25	
Digital Billboard Sign Minor Variance	3,023.00	3,104.00	3,314.00	6.8%	9.6%	01-Jan-25	
Message Centre Sign Permit	579.00	594.00	634.00	6.7%	9.5%	01-Jan-25	
Digital menu Board with Changing Messages	476.00	489.00	522.00	6.7%	9.7%	01-Jan-25	
Home Based Business and Bed and Breakfast Sign Permit	227.00	233.00	249.00	6.9%	9.7%	01-Jan-25	
Application for Access to Sign/Pool Enclosure Permit Records (excluding reproduction costs)	75.00	77.00	82.00	6.5%	9.3%	01-Jan-25	
Copies- Paper (per page)*	0.30	0.30	0.35	16.7%	16.7%	01-Jan-25	
Copies- drawings (per drawing)* digital or paper copy	11.25	11.55	12.35	6.9%	9.8%	01-Jan-25	
Zoning and Building Code Compliance Reports							
Zoning Information letter - Dev Info Officer	207.00	213.00	227.00	6.6%	9.7%	01-Jan-25	
Zoning Designation and List of Permitted Uses	207.00	213.00	227.00	6.6%	9.7%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Residential - 4 suites or less per Building							
Summary	120.00	123.00	131.00	6.5%	9.2%	01-Jan-25	
Zoning (plus mobile home, vacant land)	258.00	265.00	283.00	6.8%	9.7%	01-Jan-25	
Update	120.00	123.00	131.00	6.5%	9.2%	01-Jan-25	
Residential - more than 4 suites per Building. Commercial / Industrial / Institutional / Mixed Use - 10 suites and under per Building							
Summary	258.00	265.00	283.00	6.8%	9.7%	01-Jan-25	
Zoning	661.00	679.00	725.00	6.8%	9.7%	01-Jan-25	
Update (includes over 10 suites)	258.00	265.00	283.00	6.8%	9.7%	01-Jan-25	
Commercial /Industrial / Institutional/Mixed use - over 10 suites per Building and/or up to 3 Buildings							
Summary	705.00 + 214.00 for each additional building	725.00 + 220.00 for each additional building	775.00 + 235.00 for each additional building	6.9%	9.9%	01-Jan-25	
Zoning (plus shopping centre up to 3 buildings - mobile home park over 10 suites)	1,920.00 + 585.00 for each additional building	1,970.00 + 600.00 for each additional building	2,105.00 + 640.00 for each additional building	6.9%	9.6%	01-Jan-25	
Update	492.00	505.00	539.00	6.7%	9.6%	01-Jan-25	
Compliance Reports with Agreements							
Report	405.00 + 115.00 for each amending agreement	415.00 + 120.00 for each amending agreement	445.00 + 130.00 for each amending agreement	7.2%	9.9%	01-Jan-25	
Rooming House compliance report	59.00	61.00	65.00	6.6%	10.2%	01-Jan-25	
Release of Agreement	555.00 + 115.00 for each amending agreement	570.00 + 120.00 for each amending agreement	610.00 + 130.00 for each amending agreement	7.0%	9.9%	01-Jan-25	
Pool Enclosure	202.00	207.00	221.00	6.8%	9.4%	01-Jan-25	

City of Ottawa
 Planning, Development and Building Services Department
 Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$ per square foot	2023 Rate \$ per square meter	2024 Rate \$ per square foot	2024 Rate \$ per square meter	2025 Rate \$ per square foot	2025 Rate \$ per square meter	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Building Code Services - Ontario Building Code										
Building Classification by Major Occupancy										
Group A (Assembly occupancies) with a minimum fee of \$110										
All (except as noted below)	1.57	16.90	1.61	17.33	1.72	18.50	6.8%	9.6%	01-Jan-25	
School, College, University	1.88	20.21	1.93	20.77	2.06	22.18	6.7%	9.6%	01-Jan-25	
Community Centre, Theatre Arena, Recreational Facility	2.13	22.88	2.19	23.57	2.34	25.16	6.8%	9.9%	01-Jan-25	
Group B (Institutional Occupancies) with a fee of \$110										
Hospital and Detention facility	2.51	26.96	2.58	27.77	2.75	29.65	6.6%	9.6%	01-Jan-25	
All other B occupancies	1.57	16.90	1.61	17.33	1.72	18.50	6.8%	9.6%	01-Jan-25	
Group C (Residential Occupancies) with a minimum fee of \$110										
Single Detached Unit, Semi-Detached, Row house, Stacked Townhouse and Duplex	1.06	11.45	1.09	11.73	1.16	12.52	6.4%	9.4%	01-Jan-25	
Master Plan Permits for Single Detached Unit, Semi-Detached, Row house and Stacked Townhouse	0.92	9.84	0.94	10.12	1.00	10.80	6.4%	8.7%	01-Jan-25	
Finished basement for above residential	0.25	2.78	0.26	2.80	0.28	2.99	7.7%	12.0%	01-Jan-25	
Apartment Building (Part 9)	1.13	12.08	1.16	12.49	1.24	13.33	6.9%	9.7%	01-Jan-25	
Other Apartment Buildings, Motel, and all Hotels (Part 3)	1.38	14.86	1.42	15.28	1.52	16.32	7.0%	10.1%	01-Jan-25	
Group D (Business and Personal Service Occupancies) with a minimum of \$110										
Office Building less or equal to 10 Storeys	1.32	14.23	1.36	14.64	1.45	15.63	6.6%	9.8%	01-Jan-25	
Office Buildings more than 10 Storeys	1.63	17.54	1.68	18.08	1.79	19.30	6.5%	9.8%	01-Jan-25	
Bank, Medical Office, Police and Fire Station	1.50	16.15	1.54	16.58	1.64	17.70	6.5%	9.3%	01-Jan-25	

City of Ottawa
 Planning, Development and Building Services Department
 Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$ per square foot	2023 Rate \$ per square meter	2024 Rate \$ per square foot	2024 Rate \$ per square meter	2025 Rate \$ per square foot	2025 Rate \$ per square meter	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Group E (Mercantile Occupancies) with a minimum fee of \$110										
All	1.13	12.08	1.16	12.49	1.24	13.33	6.9%	9.7%	01-Jan-25	
Group F (Industrial Occupancies) with a minimum fee of \$110										
Industrial building, Warehouse	0.88	9.52	0.90	9.69	0.96	10.34	6.7%	9.1%	01-Jan-25	
Office area in any industrial building (car dealership)	1.13	12.08	1.16	12.49	1.24	13.33	6.9%	9.7%	01-Jan-25	
Parking Garage (below or above grade) and lightly serviced warehouse	0.44	4.71	0.45	4.84	0.48	5.17	6.7%	9.1%	01-Jan-25	
Multi level underground parking garage	0.56	6.10	0.58	6.24	0.62	6.66	6.9%	10.7%	01-Jan-25	
Single storey Self-Storage building	0.44	4.71	0.45	4.84	0.48	5.17	6.7%	9.1%	01-Jan-25	
Miscellaneous with a minimum fee of \$110										
Shell Building for any classification above - Fee reduce by:	0.32	3.42	0.33	3.55	0.35	3.79	6.1%	9.4%	01-Jan-25	
First time fit-up for any classification above (full floor area)	0.32	3.42	0.33	3.55	0.35	3.79	6.1%	9.4%	01-Jan-25	

City of Ottawa
 Planning, Development and Building Services Department
 Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Other - rate based on a per \$1000 or part thereof of the estimated valuation of the work, with a minimum fee of \$110							
Tenant fit-up	11.00/100.00	11.30/103.00	12.00/110.00	6.2%	9.1%	01-Jan-25	
Homeowner projects (interior alterations, decks, etc)	11.00/100.00	11.30/103.00	12.00/110.00	6.2%	9.1%	01-Jan-25	
Farm building	7.72/100.00	7.93/103.00	8.50/110.00	7.2%	10.1%	01-Jan-25	
Any construction where the Gross Floor Area (GFA) cannot be applied	11.00/100.00	11.30/103.00	12.00/110.00	6.2%	9.1%	01-Jan-25	
Construct - Limited Authorization	11.00/100.00	11.30/103.00	12.00/110.00	6.2%	9.1%	01-Jan-25	
Permit to demolish - \$ for the first 5000 sq. ft of floor area, plus \$ for each add 1000 sq. ft (92.9 sq. m) of GFA or part thereof	100.00/11.00	103.00/11.30	110.00/12.00	6.8%	10.0%	01-Jan-25	
Other - Flat Fees							
Certification of Master Plan	109.00	112.00	1,000.00	792.9%	817.4%	01-Jan-25	
Plumbing work only	100.00	103.00	110.00	6.8%	10.0%	01-Jan-25	
Application for lot severances - requiring plumbing inspections to ensure separate plumbing services can be provided	108.00	111.00	118.00	6.3%	9.3%	01-Jan-25	
Application for access to Building Permits Records (excluding reproduction costs) - per application	75.00	77.00	82.00	6.5%	9.3%	01-Jan-25	
Copies - Paper (per page) *	0.30	0.30	0.35	16.7%	16.7%	01-Jan-25	
Copies- drawings (per drawing)* digital or	11.25	11.55	12.35	6.9%	9.8%	01-Jan-25	

City of Ottawa
 Planning, Development and Building Services Department
 Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Fees in Addition to Regular Permit Fees							
Conditional Permit - \$355 for single detached unit, semi detached and row house unit and \$1,065 for all other buildings/construction projects	324.00/972.00	333.00/998.00	355.00/1,065.00	6.6%	9.6%	01-Jan-25	
Change of use	108.00	111.00	118.00	6.3%	9.3%	01-Jan-25	
Partial Permit	252.00	259.00	276.00	6.6%	9.5%	01-Jan-25	
Transfer of application or permit	100.00	103.00	110.00	6.8%	10.0%	01-Jan-25	
Re-examination (application with certified master plan) - Customizing certified master plan or change of one certified master plan for another	339.00	348.00	371.00	6.6%	9.4%	01-Jan-25	
Re-examination fee - all other applications where substantial change - Additional 10% of fee rate based on same building classification by major occupancy of the original permit	10.0%	10.0%	10.0%	0.0%	0.0%	01-Jan-25	
Revision to permit- Master Plan - Change of one certified master plan for another	339.00	348.00	371.00	6.6%	9.4%	01-Jan-25	
Revision to permit- other \$ fee per \$1000 construction value, minimum \$110	11.00/100.00	11.30/103.00	12.00/110.00	6.2%	9.1%	01-Jan-25	
Revision to permit for farm building \$ fee per \$1000 construction value, minimum \$110 (OFA Registration required)	7.72/100.00	7.93/103.00	8.50/110.00	7.2%	10.1%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Administrative Surcharge: Permit to Demolish where the building was located on property subject to the Demolition Control By-law 2012-377	1,000.00	1,027.00	1,096.00	6.7%	9.6%	01-Jan-25	
Administrative Surcharge: Permit to Demolish where the building was located on property subject to the Heritage Act	3,000.00	3,080.00	3,288.00	6.8%	9.6%	01-Jan-25	
Administrative Surcharge: Partial Permit to Construct: 50% of permit fees calculated for the complete building for the Partial Permit to Construct up to a maximum of \$5000 for each stage of construction	50%/5,000.00	50%/5,000.00	50%/5,000.00	0.0%	0.0%	01-Jan-25	
Administrative Surcharge: Regular Permit to Construct: 50% of permit fees calculated for a regular Permit to Construct up to a maximum of \$10,000	50%/10,000.00	50%/10,000.00	50%/10,000.00	0.0%	0.0%	01-Jan-25	
Administrative Surcharge: 15% of recovery costs paid to third party contractors for property owners' non-compliance with the Building Code Act.	15%	15%	15%	0.0%	0.0%	01-Jan-25	
Deferral of revocation	314.00	322.00	344.00	6.8%	9.6%	01-Jan-25	
Alternative Solution - Tier 1 Review Process \$1,010 , Tier II Review Process - \$405 per application	945.00/380.00	970.00/390.00	1,010.00/405.00	2.6%	2.6%	01-Jan-25	
Limiting Distance Agreements	347.00	356.00	380.00	6.7%	9.5%	01-Jan-25	
Demolition Agreement	416.00	427.00	456.00	6.8%	9.6%	01-Jan-25	
Refundable inspection fee for single detached, semi-detached, row house or townhouse dwelling units	300.00	300.00	300.00	0.0%	0.0%	01-Jan-25	
Re-inspection fee for single, semi-detached, row house or townhouse dwelling units - per inspection	100.00	100.00	100.00	0.0%	0.0%	01-Jan-25	

City of Ottawa
Planning, Development and Building Services Department
Building Code Services - Ontario Building Code - User Fees

	2023 Rate \$	2024 Rate \$	2025 Rate \$	% Change Over 2024	% Change Over 2023	Effective Date	2025 Revenue (\$000)
Remediation Type 1	1,036.00	1,064.00	1,136.00	6.8%	9.7%	01-Jan-25	
Remediation Type 2	1,840.00	1,889.00	2,017.00	6.8%	9.6%	01-Jan-25	
Remediation Type 3	458.00	470.00	502.00	6.8%	9.6%	01-Jan-25	
Remediation Type 4	1,148.00	1,179.00	1,259.00	6.8%	9.7%	01-Jan-25	
Remediation Type 5(a)	231.00	237.00	253.00	6.8%	9.5%	01-Jan-25	
Private Roadway Naming	2,029.00	2,083.00	2,224.00	6.8%	9.6%	01-Jan-25	
Private Roadway Naming (submitted on same day as Site Plan Control application for the same lands)	1,457.00	1,496.00	1,597.00	6.8%	9.6%	01-Jan-25	
Highway Name Change (Street Name Change)	2,931.00	3,009.00	3,212.00	6.7%	9.6%	01-Jan-25	
Highway Name Dedication (Street Name Dedication)	1,758.00	1,805.00	1,927.00	6.8%	9.6%	01-Jan-25	
Civic Number Change	242.00	248.00	265.00	6.9%	9.5%	01-Jan-25	
911 Blade Sign and Post (Installed by City)	98.00	101.00	108.00	6.9%	10.2%	01-Jan-25	
911 Replacement Blade Sign and Post (Installed by the City)	98.00	101.00	108.00	6.9%	10.2%	01-Jan-25	
911 Replacement Blade Sign and Post (Installed by Owner)	59.00	61.00	65.00	6.6%	10.2%	01-Jan-25	
911 Replacement Blade Only	34.00	35.00	37.00	5.7%	8.8%	01-Jan-25	
Removal of Orders Registered on Title	250.00	257.00	274.00	6.6%	9.6%	01-Jan-25	
Total Departmental							(491)

Note:

*HST applicable

Strategic Initiatives Department

2025 Service Area Summary – Strategic Housing Projects (Affordable Housing)

Strategic Housing Projects (Affordable Housing), located within Housing Services Initiatives, is responsible for the development of affordable housing policy and the delivery of capital programs and funding for new affordable and supportive housing. Affordable Housing works with the private, not-for-profit, and charitable sectors on the development of new affordable and supportive housing for low and moderate-income individuals and families in Ottawa to advance the objectives of the City's 10 Year Housing and Homelessness Plan. This includes administering federal and provincial programs, municipal investments and leveraging City and community resources to advance Council and community priorities.

Affordable Housing works closely with other branches within Housing Services as well as other City departments to develop and implement strategies to move people from homelessness into permanent affordable and supportive housing. Many of the projects funded by this branch exceed green building and energy efficiency standards, as well as meeting other socioeconomic and environmental objectives of the City of Ottawa.

Programs/Services Offered

- Creates partnerships and allocates funding to not-for-profit housing providers to deliver new affordable units, in keeping with the annual targets of the 10 Year Housing and Homelessness Plan, the Housing Accelerator Fund Action Plan, and other Council endorsed commitments.
- Allocates capital funding to support affordable and supportive housing projects at the pre-development stage to establish a pipeline of shovel-ready projects.
- Administers, delivers, and monitors Ontario Renovates and historical Homeownership programs.
- Facilitates the creation of new affordable housing through innovative policies and programs.
- Identifies and advances vacant city parcels for development of affordable housing.
- Liaises with upper levels of government, including the Canada Mortgage and Housing Corporation (CMHC) and the Ministry of Municipal Affairs and Housing (MMAH) to leverage planning and funding opportunities.
- Works with sectors to develop innovative and "made in Ottawa" solutions for affordable and supportive housing.

City of Ottawa
Strategic Initiatives Department
Affordable Housing Development - Operating Resource Requirement
In Thousands (\$000)

	2023	2024		2025	\$ Change over 2024 Budget
	Actual	Forecast	Budget	Estimate	
Expenditures by Program					
Affordable Housing Development	8,932	10,018	10,088	11,340	1,252
Gross Expenditure	8,932	10,018	10,088	11,340	1,252
Recoveries & Allocations	(114)	0	0	0	0
Revenue	0	(180)	(250)	(250)	0
Net Requirement	8,818	9,838	9,838	11,090	1,252
Expenditures by Type					
Salaries, Wages & Benefits	846	938	1,048	1,300	252
Overtime	0	0	0	0	0
Material & Services	46	40	0	0	0
Transfers/Grants/Financial Charges	8,040	9,040	9,040	10,040	1,000
Fleet Costs	0	0	0	0	0
Program Facility Costs	0	0	0	0	0
Other Internal Costs	0	0	0	0	0
Gross Expenditures	8,932	10,018	10,088	11,340	1,252
Recoveries & Allocations	(114)	0	0	0	0
Net Expenditure	8,818	10,018	10,088	11,340	1,252
Revenues By Type					
Federal	0	0	0	0	0
Provincial	0	(180)	(250)	(250)	0
Municipal	0	0	0	0	0
Own Funds	0	0	0	0	0
Property Taxes	0	0	0	0	0
Investment Income	0	0	0	0	0
Development Charges	0	0	0	0	0
Payment-in-Lieu of Taxes	0	0	0	0	0
Fees and Services	0	0	0	0	0
Fines	0	0	0	0	0
Other	0	0	0	0	0
Total Revenue	0	(180)	(250)	(250)	0
Net Requirement	8,818	9,838	9,838	11,090	1,252
Full Time Equivalents			9.00	10.00	1.00

City Of Ottawa
2025 Draft Capital Budget
Planning and Housing Committee
Capital Funding Summary
In Thousands (\$000)

	Revenues	Tax Supported/ Dedicated	Rate Supported	Develop. Charges	Gas Tax	Tax Supported/ Dedicated Debt	Rate Supported Debt	Develop. Charges Debt	Gas Tax Debt	Total
Housing Services										
Growth										
911160 24-26 Municipal InvestAffordable Housing	0	22,900	0	0	0	0	0	0	0	22,900
Growth Total	0	22,900	0	0	0	0	0	0	0	22,900
Housing Services Total	0	22,900	0	0	0	0	0	0	0	22,900
Planning & Development										
Growth										
910122 Zoning By-law Re-write	0	90	0	810	0	0	0	0	0	900
910394 DC By-Law - 2024 Background Study	0	0	0	155	0	0	0	0	0	155
911717 2025 Official Plan Update	0	300	0	2,700	0	0	0	0	0	3,000
Growth Total	0	390	0	3,665	0	0	0	0	0	4,055
Service Enhancements										
906930 Planning - Land Mngmt Solution - LMS	3,860	0	0	0	0	0	0	0	0	3,860
909980 ROWHUD - Land Mngmt Solution (LMS)	3,610	0	0	0	0	0	0	0	0	3,610
Service Enhancements Total	7,470	0	0	0	0	0	0	0	0	7,470
Planning & Development Total	7,470	390	0	3,665	0	0	0	0	0	11,525
Total	7,470	23,290	0	3,665	0	0	0	0	0	34,425