



City of Richmond

Report to Committee

To: Finance Committee

Date: September 5, 2013

From: Jerry Chong
Director, Finance

File: 12-8060-20-8940/Vol 01

Re: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9058

Staff Recommendation

That Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 9058 be introduced and given first, second and third readings.

Jerry Chong
Director, Finance
(604-276-4064)

Att.

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Business Licences	<input checked="" type="checkbox"/>		
City Clerk	<input checked="" type="checkbox"/>		
Recreation Services	<input checked="" type="checkbox"/>		
Community Bylaws	<input checked="" type="checkbox"/>		
Fire Rescue	<input checked="" type="checkbox"/>		
RCMP	<input checked="" type="checkbox"/>		
Building Approvals	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
REVIEWED BY DIRECTORS	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver CPI increases.

Analysis

The Vancouver CPI increase for 2014 is projected to be 2%. As in the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05. This will minimize the number of transactions requiring small coinage.

All rates in the attached amendment Bylaw No. 9058 are effective January 1, 2014 and have been adjusted for the 2% increase with the following exceptions at the request of the respective stakeholders:

- **Schedule – Archives & Records**

Photocopying and microfilm printing fees were left unchanged at \$0.35 per page to ensure these charges do not become unaffordable for the general public. The current rate of \$0.35 is higher than the rates charged by comparable public institutions including the City of Vancouver Archives, UBC Archives, and Kwantlen Polytechnic University Library. Rates charged by these institutions range from \$0.10 to \$0.26 per page. Currently, the Richmond Public Library charges \$0.20 per page.

- **Schedule - Filming Applications and Fees**

All rates in this schedule remain unchanged. The BC film industry is currently underperforming due to BC's unfavourable provincial tax credits in comparison to those of other Provinces in Canada. The BC Film Commission has asked municipalities to assist in keeping BC a competitive destination for film production. While Richmond is known as a responsive client friendly filming location, it is also noted as one of the most expensive places to film due to the fees charged for City-owned facilities and services. At this time, increases to filming rates will hamper our efforts to promote and increase filming in Richmond.

- **Schedule – Playing Field User Fees**

There will be no 2014 rate increases for all rates in this schedule that are less than \$7. Rounding to the nearest \$0.25 will result in rate increases that are closer to 4% - 5%. These rates will be adjusted in 2015. All rates greater than \$7 was adjusted for the 2% increase for 2014.

Aside from the proposed 2% CPI increase, the following changes were also made:

- **Schedule – Ditch and Watercourse Protection and Regulation**

The Ditch and Watercourse Protection and Regulation Bylaw No. 7285 was repealed under the Watercourse Protection and Crossing Bylaw No. 8441 and therefore, removed from the Consolidated Fees Bylaw.

- **Schedule – Property Tax and Utility Information Fee**

New charges are added for third party requests for paper bills and billing information.

There have been significant increases in the number of requests for reprints of tax and utility bills by third parties. Third parties include property managers, financial institutions, legal and accounting firms, and friends/family managing properties on behalf of absentee owners, etc. In many instance, staff are requested to provide tax and/or utility bills going back a number of years for multiple properties. Currently historical billing data is available to the property owner through “My Property Accounts” on the City’s website. This information can be accessed by the owner and provided to the third party without City’s intervention. Since the City is not required under the Community Charter to provide property information to a third party, a fee is added to recover for staff time required in meeting these requests. Property owners requesting reprints of their bills will continue to be free of charge.

Many municipalities are currently charging third parties for property information.

- **Schedule – RCMP Documentation Fees**

A new fee is added for volunteer criminal record checks where the individual is volunteering for an agency outside of Richmond.

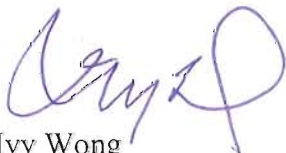
With changes to Federal legislation, agencies working with the vulnerable sector are requiring criminal record checks for all volunteers. Historically, criminal record checks are provided by the Richmond RCMP free of charge. With the increase in the number requests, a decision was made to charge for all criminal record checks where the individual is volunteering for an agency outside of Richmond.

Financial Impact

The fee increases assist in offsetting cost increases which otherwise will be recovered through increases to taxation revenue.

Conclusion

That Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 9058 be introduced and given first, second and third readings.



Ivy Wong
Manager, Revenue
(604-276-4046)

IW:gjn



**Consolidated Fees Bylaw No. 8636
Amendment Bylaw No. 9058**

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by:
 - (a) deleting Section 2.2 and substituting the following:

“2.2 Where applicable, Goods and Services Tax (GST) will be added to the fees specified in the schedules attached to and forming part of this Bylaw.”
 - (b) deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2014.
3. This Bylaw is cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9058”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

MAYOR

CORPORATE OFFICER

SCHEDULE – ANIMAL CONTROL REGULATION

Animal Control Regulation Bylaw No. 7932

Cat Breeding Permit Fee

Section 2.2

Description	Fee
Cat breeding permit for three years	\$37.75

Animal Control Regulation Bylaw No. 7932

Impoundment Fees

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$43.75
Non-neutered male or unspayed female dog	\$131.00
Dangerous dog*	\$541.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$86.50
Non-neutered male or unspayed female dog	\$272.00
Dangerous dog*	\$1,079.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$272.00
Non-neutered male or unspayed female dog	\$541.00
Dangerous dog*	\$1,079.00
Bird	\$6.00
Domestic farm animal	\$65.00
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$32.75
<i>Impoundment fee also subject to transportation costs</i>	

**Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.*

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Animal Control Regulation Bylaw No. 7932**Maintenance Fees****Section 8**

Description	Fee
Dog	\$13.25
Cat	\$13.25
Bird	\$3.00
Domestic farm animal	\$32.75
Other animal	\$11.00

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS**Archives and Records****Image Reproduction Fees**

Description	Fee	Units
<u>Records</u>		
Photocopying and printing of files/bylaw (First 4 pages free) <i>per page</i>	\$0.35	per page
Microfilm printing <i>per page</i>	\$0.35	per page
Photograph Reproductions		
Scanned image (each)	\$16.75	
CD	\$6.00	
5" x 7"	\$13.25	
8" x 10"	\$16.75	
11" x 14"	\$25.00	
16" x 20"	\$34.75	
20" x 24"	\$43.75	
Negatives*	\$16.75	
<i>*If the Archives does not have a copy negative from which to reproduce an image, an additional reproduction fee will be charged to produce which will remain the property of the City of Richmond Archives</i>	<i>*Plus</i> \$16.75	

Archives and Records**Use Fees**

Description	Fee
Publication Fee	
Websites, Books, CDs, etc. (Non-Commercial)	\$16.75
Websites, Books, CDs, etc. (Commercial)	\$32.75
Exhibition Fee (Commercial)	\$54.50

Archives and Records**Tax Searches Fees**

Description	Fee
Tax Searches and Printing of Tax Records	
Searches ranging from 1 to 5 years	\$27.75
Each year greater than 5 years	\$6.00

Archives and Records**Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$218.00

Archives and Records**Mail Orders**

Description	Fee
Mail orders	\$6.00

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives (publication and commercial fees still apply).

SCHEDULE – BILLING AND RECEIVABLES

Billing and Receivables

Receivables Fees

Description	Fee
Administrative charges for receivable projects undertaken for third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$32.25

SCHEDULE – BOARD OF VARIANCE ESTABLISHMENT AND PROCEDURE

Board of Variance Establishment and Procedure Bylaw No. 7150

Application Fees

Sections 3.1, 4.1

Description	Fee
Order regarding variance or exemption to relieve hardship	\$169.00
Order regarding extent of damage preventing reconstruction as non-conforming use	\$141.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION

Boulevard and Roadway Protection and Regulation Bylaw No. 6366

Inspection Charges

Section 11

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m2 in size; In-ground Swimming Pools & Demolitions	\$164.00
Move-Offs; Single or Two Family Dwelling Construction	\$164.00
Combined Demolition & Single or Two Family Dwelling Construction	\$164.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$218.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$218.00
Each additional inspection as required	\$81.50

SCHEDULE – BUILDING REGULATION

Building Regulation Bylaw No. 7230

Plan Processing Fees

Section 5.13

Description	Fee
For a new one family dwelling	\$595.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>- whichever is greater of (a) or (b)</i>	\$68.00
For a sewage holding tank	\$136.00

Building Regulation Bylaw No. 7230

Building Permit Fees for those buildings referred to in Subsection 5.13.6

Sections 5.2, 5.5, 5.6, 7.2

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$68.00
Exceeding \$1,000.00 up to \$100,000.00	\$68.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$10.50
Exceeding \$100,000.00 to \$300,000.00	\$1,107.50
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$10.00
Exceeding \$300,000.00	\$3,107.50
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$8.00

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$68.00
Exceeding \$1,000.00 up to \$100,000.00	\$68.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$10.75
Exceeding \$100,000.00 to \$300,000.00	\$1,132.25
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$10.25
Exceeding \$300,000.00	\$3,182.25
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$8.25
<i>Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.</i>	

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
 - (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling
- is assessed by total floor area and deemed to be the following:

Description	Fee	Units
(i) new construction of first storey	\$1,143.00	per m²
	\$108.00	(per ft ²)
(ii) new construction of second storey	\$1,053.00	per m²
	\$98.00	(per ft ²)
(iii) garage	\$584.00	per m²
	\$54.75	(per ft ²)
(iv) decks or porches	\$482.00	per m²
	\$45.00	(per ft ²)
(v) interior finishing on existing buildings	\$539.00	per m²
	\$50.00	(per ft ²)
(vi) additions	\$1,143.00	per m²
	\$108.00	(per ft ²)

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$121.00
Building Permit Fee for Temporary Building for Occupancy	\$541.00
Re-inspection Fees	
(a) for the third inspection	\$81.50
(b) for the fourth inspection	\$111.00
(c) for the fifth inspection	\$218.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$121.00
(b) outside the City's normal business hours	\$476.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$121.00
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$68.00
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$68.00
Building Move Inspection Fee:	
(a) within the City boundaries	\$121.00
(b) outside the City boundaries when travel is by City vehicle	\$121.00
<i>**per km travelled</i>	<i>**Plus</i> \$2.00

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$272.00
Provisional Occupancy Notice Extension Fee	\$433.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$426.00
Sewage Holding Tank Permit Fee	\$272.00
Use of Equivalents Fees:	
(a) each report containing a maximum of two separate equivalents	\$594.00
(b) for each equivalent greater than two contained in the same report	\$243.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$121.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,123.00

Building Regulation Bylaw No. 7230**Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$68.00	per appliance
- <i>whichever is greater of (a) or (b)</i> (b)	\$25.00	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$68.00	
(b) appliance input exceeding 29 kW	\$111.00	
Special Inspection Fees:		
(a) during the City's normal business hours	\$121.00	
(b) outside the City's normal business hours	\$476.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$121.00	

Building Regulation Bylaw No. 7230**Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11 12.9, 12.10

Description	Fee
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$81.50
(b) for the fourth inspection	\$111.00
(c) for the fifth inspection	\$218.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$68.00
Piping alteration – for existing appliances	
First 30 metres of piping	\$68.00
Each additional 30 metres or part thereof	\$25.00
Gas permit transfer or assignment fee (a)	\$68.00
or (b) a fee of 10% to the nearest dollar of the original gas permit fee	
- whichever is greater of (a) or (b)	
Gas permit extension fee (a)	\$68.00
or (b) a fee of 10% to the nearest dollar of the original gas permit fee	
- whichever is greater of (a) or (b)	

Building Regulation Bylaw No. 7230**Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$25.00	
(b) minimum plumbing fee	\$68.00	
(c) connection of City water supply to any hydraulic equipment	\$68.00	
<u>Sprinkler & Standpipes</u>		
(a) installation of any sprinkler system	\$68.00	
*per additional head	*Plus \$2.50	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c)	\$68.00	
(d)	\$25.00	
- whichever is greater of (c) or (d)		per item

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$68.00	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$25.00	
Sanitary & Storm Sewers; Building Drains & Water Distribution		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$68.00	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$25.00	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$68.00	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$25.00	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$68.00 (g) \$25.00	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$121.00	
(b) outside the City's normal business hours or each hour	\$476.00	
*for part thereof exceeding the first four hours	*Plus \$121.00	
<u>Design Modification Fees</u>		
Plan review	\$121.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	 \$81.50 \$111.00 \$218.00
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$68.00
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$68.00
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	 \$136.00 \$218.00 \$22.00

SCHEDULE – BUSINESS LICENCE

Business Licence Bylaw No. 7360

Assembly Use Group 1

Group 1 - Business Licence Fee assessed by total floor area		
<i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1000)	\$157.00
93.1 to 232.5	(1001 to 2500)	\$238.00
232.6 to 465.0	(2501 to 5000)	\$412.00
465.1 to 930.0	(5001 to 10000)	\$658.00
930.1 to 1860.1	(10001 to 20000)	\$1,166.00
1860.2 to 2790.1	(20001 to 30000)	\$1,669.00
2790.2 to 3720.2	(30001 to 40000)	\$2,178.00
3720.3 to 4650.2	(40001 to 50000)	\$2,679.00
4650.3 to 5580.3	(50001 to 60000)	\$3,187.00
5580.4 and over	(60001 and over)	\$3,613.00
Food Primary Liquor Licence Fee		\$328.00
Mobile Vendors (Food) Fee (per vehicle)		\$76.50

Business Licence Bylaw No. 7360

Assembly Use Group 2

Group 2 - Business Licence Fee assessed by Number of Seats	
Seats	Fee
0 to 30	\$497.00
31 to 60	\$989.00
61 to 90	\$1,484.00
91 to 120	\$1,980.00
121 to 150	\$2,470.00
151 to 180	\$2,964.00
181 to 210	\$3,455.00
211 and over	\$3,613.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 - Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$127.00
6 to 10	\$213.00
11 to 15	\$306.00
16 to 25	\$454.00
26 to 50	\$658.00
51 to 100	\$950.00
101 to 200	\$1,340.00
201 to 500	\$1,935.00
501 to 1000	\$2,924.00
1001 and over	\$3,613.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Residential Use

Residential Use - Business Licence Fee assessed by Number of Rental Units	
Units	Fee
0 to 5	\$151.00
6 to 10	\$233.00
11 to 25	\$399.00
26 to 50	\$648.00
51 to 100	\$1,142.00
101 to 200	\$1,634.00
201 to 300	\$2,128.00
301 to 400	\$2,617.00
401 to 500	\$3,106.00
501 and over	\$3,613.00

Business Licence Bylaw No. 7360**Service Use**

Service Use - Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$127.00
6 to 10	\$219.00
11 to 15	\$319.00
16 to 25	\$469.00
26 to 50	\$671.00
51 to 100	\$977.00
101 to 200	\$1,371.00
201 to 500	\$1,985.00
501 to 1000	\$2,989.00
1001 and over	\$3,613.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360**Mercantile Use**

Mercantile Use - Business Licence Fee assessed by total floor area		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1000)	\$127.00
93.1 to 232.5	(1001 to 2500)	\$201.00
232.6 to 465.0	(2501 to 5000)	\$369.00
465.1 to 930.0	(5001 to 10000)	\$622.00
930.1 to 1860.1	(10001 to 20000)	\$1,125.00
1860.2 to 2790.1	(20001 to 30000)	\$1,635.00
2790.2 to 3720.2	(30001 to 40000)	\$2,136.00
3720.3 to 4650.2	(40001 to 50000)	\$2,638.00
4650.3 to 5580.3	(50001 to 60000)	\$3,144.00
5580.4 and over	(60001 and over)	\$3,613.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use - Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$151.00
6 to 10	\$250.00
11 to 15	\$350.00
16 to 25	\$497.00
26 to 50	\$698.00
51 to 100	\$989.00
101 to 200	\$1,385.00
201 to 500	\$1,973.00
501 to 1000	\$2,958.00
1001 and over	\$3,613.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses

Description	Fee
Vehicle for Hire Business Fee	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$127.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$117.00
CLASS "B" Limousine	\$76.50
CLASS "C" Sightseeing Taxicab	\$117.00
CLASS "D" Airport Taxicab	\$117.00
CLASS "E" Private Bus	\$117.00
CLASS "I" Charter Minibus	\$117.00
CLASS "J" Rental Vehicle	
Group 1	\$14.50
Group 2	\$76.50
CLASS "K" Driver Training Vehicle	\$56.75
CLASS "M" Tow-Truck	\$117.00
CLASS "N" Taxicab for Persons with Disabilities	\$117.00
CLASS "P" Pedicab	\$117.00

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses (cont.)

Description	Fee
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,613.00
Transferring a Vehicle for Hire Licence within any calendar year	\$44.00
Replacing a Vehicle for Hire Licence plate or decal	\$12.75

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$28.25
Group 2 (per machine)	\$39.75
Group 3 (per machine)	\$8.75
Banking Machine licence fee (per machine)	\$122.00
Amusement Machine licence fee (per machine)	\$28.25

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$3,613.00
Casino	\$5,717.00
Body-painting studio	
Studio licence	\$3,613.00
Each body-painting employee	\$127.00
Body-rub studio	
Studio licence	\$3,613.00
Each body-rub employee	\$127.00
<u>Escort service</u>	
Escort service licence	\$3,613.00
Each escort employee	\$127.00

Business Licence Bylaw No. 7360**Farmer's Market**

Description	Fee
Farmer's market licence	\$127.00

Business Licence Bylaw No. 7360**Licence Transfers, Changes and Reprints**

Description	Fee
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$44.00
Changing the category or subcategory of a licence (a) <i>or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)</i>	\$44.00
Licence reprint	\$10.75

Business Licence Bylaw No. 7360**Off-Leash Permits**

Description	Fee
Annual permit	\$108.00

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,673.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) - no lot size policy applicable	\$2,127.00	Not Applicable
	Zoning Bylaw Designation Amendment for Single Detached (RS) - requiring a new or amended lot size policy	\$2,658.00	Not Applicable

Zoning Amendments

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,188.00	For residential portion of development: - \$41.00 per dwelling unit for first 20 dwelling units and \$21.00 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$26.00 per 100 m ² of building area for the first 1,000 m ² and \$16.00 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,127.00	For residential portion of development: - \$21.00 per dwelling unit for first 20 dwelling units and \$11.00 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$16.00 per 100 m ² of building area for the first 1,000 m ² and \$6.00 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$801.00	\$801.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,066.00	Not Applicable

Official Community Plan Amendments

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,188.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment	\$801.00 for second public hearing	\$801.00 for each subsequent Public Hearing required

Development Permits

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,597.00	\$540.00 for the first 464.5 m ² of gross floor area plus: - \$110.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² ; plus - \$21.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,020.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,597.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$536.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,066.00	Not Applicable

Development Variance Permit

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,597.00	Not Applicable

Temporary Use Permits

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,127.00	Not Applicable
	Temporary Use Permit Renewal	\$1,066.00	Not Applicable

Land Use Contract Amendments

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,020.00	Not Applicable

Liquor-Related Permits

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the <i>Liquor Control and Licensing Act and Regulations</i> ; or change to existing license to serve liquor	\$536.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$281.00	Not Applicable

Subdivision and Consolidation of Property

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$801.00	\$110.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$271.00	\$271.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$801.00 (in addition to the application fee for the subdivision)	
Section 1.9.4	Air Space Subdivision	\$6,248.00	\$155.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$108.00	Not Applicable

Strata Title Conversion of Existing Building

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,127.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwellings, commercial buildings and industrial buildings	\$3,188.00	Not Applicable

Phased Strata Title Subdivisions

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$536.00 for first phase	\$536.00 for each additional phase

Servicing Agreements and Latecomer Fees

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,066.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No. 8951, an inspection fee of 4% of the estimated value of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$5,100.00	Not Applicable

Civic Address Changes

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$271.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$271.00	Not Applicable
	Civic Address change due to personal preference	\$1,066.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,127.00	Not Applicable

Heritage Applications

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	Heritage Alteration Permit (no Development Permit or Rezoning application)	\$230.00	Not Applicable
	Heritage Alteration Permit (with Development Permit or Rezoning application)	20% of the total applicable development permit or rezoning fee (whichever is greater)	Not Applicable
Section 1.15.1 (b)	Heritage Revitalization Agreement (no Development Permit or Rezoning application)	\$230.00	Not Applicable
	Heritage Revitalization Agreement (with Development Permit or Rezoning application)	20% of the total applicable development permit or rezoning fee (whichever is greater)	Not Applicable

Administrative Fees

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$271.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$51.00	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$271.00	Not Applicable

Administrative Fees

Section	Description	Base Fee	Incremental Fee
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$56.25 per legal plan	Not Applicable
Section 1.16.5	Site Profile submission	\$56.25 per site profile	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$271.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,066.00 per legal agreement	Not Applicable
Section 1.16.8	Additional Landscape inspection because of failure to comply with City requirements	\$113.00 for second inspection	\$113.00 for each additional inspection required
Section 1.16.9	Preparation of Information Letter (Comfort Letter) for general land use	\$66.50 per property	Not Applicable
Section 1.16.10	Preparation of Information Letter (Comfort Letter) for Building Issues	\$66.50 per property	Not Applicable

SCHEDULE – DOG LICENCING

Dog Licencing Bylaw No. 7138

Sections 2.1, 2.3

Description	Fee
Dog – Not neutered or spayed	
Normal Fee	\$74.50
Prior to March 1st of the year for which the application is made	\$53.50
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$32.25
Prior to March 1st of the year for which the application is made	\$21.50
<i>For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made</i>	\$10.75
Dangerous Dog – Not neutered or spayed	
Normal Fee	\$267.00
Prior to March 1st of the year for which the application is made	\$214.00
Dangerous Dog – Neutered or spayed	
Normal Fee	\$214.00
Prior to March 1st of the year for which the application is made	\$161.00
<i>For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made</i>	\$80.25
Replacement tag*	*
<i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$5.75

SCHEDULE – FILMING APPLICATION AND FEES

Filming Application and Fees Bylaw No. 8172

Administration Fees

Section 3

Description	Fee
Application for Filming Agreement	\$102.00
Film Production Business Licence	\$121.00
Street Use Fee (100 feet/day)	\$51.00

Filming Application and Fees Bylaw No. 8172

City Parks & Heritage Sites

Section 3

Description	Fee	Units
Major Park		
<i>Per day</i>	\$765.00	
<i>Per ½ day</i>	\$510.00	
Neighbourhood Park		
<i>Per day</i>	\$510.00	
<i>Per ½ day</i>	\$306.00	
<u>Britannia Shipyard</u>		
Filming	\$2,040.00	per day
Preparation & Wrap	\$1,020.00	per day
Per Holding Day	\$510.00	per day
City Employee		
<i>Per regular working hour</i>	\$35.75	
<i>Per hour after 8 hours</i>	\$53.75	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,550.00	per day
<i>July through September</i>	\$3,060.00	per day
Preparation & Wrap	\$1,020.00	per day
Per Holding Day	\$510.00	per day
City Employee		
<i>Per regular working hour</i>	\$35.75	
<i>Per hour after 8 hours</i>	\$53.75	
Nature Park		
Filming	\$1,020.00	per day
Preparation & Wrap	\$510.00	per day
City Employee		
<i>Per regular working hour</i>	\$20.50	
<i>Per hour after 8 hours</i>	\$30.75	
<u>Gateway Theatre</u>		
Filming	\$2,550.00	per day
Preparation & Wrap	\$1,020.00	per day
City Employee		
<i>Per regular working hour</i>	\$33.75	
<i>Per hour after 8 hours</i>	\$51.00	

Filming Application and Fees Bylaw No. 8172**City Parks & Heritage Sites (cont.)**

Section 3

Description	Fee	Units
<u>City Hall</u>		
Filming	\$2,040.00	per day
Preparation & Wrap	\$1,020.00	per day
City Employee		
<i>Per regular working hour</i>	\$20.50	
<i>Per hour after 8 hours</i>	\$30.75	

Filming Application and Fees Bylaw No. 8172**Other Fees**

Section 3

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$104.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$131.00	per hour
Fire Captain	\$90.50	per hour
Firefighter (minimum 3 firefighters)	\$74.25	per hour, per person
Use of special effects	\$102.00	per day
Use of Fire Hydrant		
<i>First day</i>	\$199.00	
<i>Each additional day</i>	\$66.50	

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety Bylaw No. 8306

Fees & Cost Recovery

Description	Section	Fee	Units
Permit	4.1	\$22.00	
Permit Inspection, first hour	4.3	\$86.50	
Permit Inspection, subsequent hours or part thereof	4.3	\$54.50	
Attendance - open air burning without permit <i>first hour</i>	4.5.1	\$452.00	per vehicle
Attendance - open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$227.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$452.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$227.00	per vehicle
Attendance - false alarm – contact person not arriving within 60 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$452.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Review - Fire Safety Plan any building	15.1.1 (b)		
Any building < 600 m ² area		\$111.00	
Any building > 600 m ² area		\$164.00	
High building, institutional		\$218.00	
Revisions (per occurrence)		\$54.50	
Inspection	15.2.1 (a)		
4 stories or less and less than 914 m ² per floor		\$218.00	
4 stories or less and between 914 and 1524 m ² per floor		\$326.00	
5 stories or more and between 914 and 1524 m ² per floor		\$541.00	
5 stories or more and over 1524 m ² per floor		\$756.00	

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$86.50
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1.(b)	\$54.50
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance - False alarm</u>		
No false alarm reduction program in place	15.5.1	\$326.00
False alarm reduction program in place and participation	15.5.5	No charge
Caused by security alarm system	15.6.1	\$218.00
Monitoring agency not notified	15.7.1	\$218.00
Alternate solution report or application review	General	\$164.00

SCHEDULE – FIREWORKS REGULATION

Fireworks Regulation Bylaw No. 7917
Permit Fees
Section 2.1

Description	Fee
Display Permit application fee	\$111.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION

Newspaper Distribution Regulation Bylaw No. 7954

Section	Description	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspapers	\$153.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$76.50, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$102.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspapers	\$255.00 plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$102.00, plus applicable taxes

SCHEDULE – PLAYING FIELD USER FEES

Playing Field User Fees

Natural Turf Field Fees

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
<i>Full size</i>	\$35.25	per hour
<i>Mini field</i>	\$17.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$28.50	per hour
<i>Mini field</i>	\$14.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$10.00	per hour
<i>Mini field</i>	\$5.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$21.25	per hour
<i>Mini field</i>	\$10.75	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
<i>Full size</i>	\$25.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.50	per hour

Playing Field User Fees
Natural Turf Field Fees (cont.)

Description	Fee	Units
Soil Turf (No Lights)		
Commercial (all ages)		
<i>Full size</i>	\$8.75	per hour
<i>Minifield</i>	\$4.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$7.00	per hour
<i>Minifield</i>	\$3.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$2.50	per hour
<i>Minifield</i>	\$1.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$5.00	per hour
<i>Minifield</i>	\$2.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.
Groups may be asked to provide proof of residency.*

Playing Field User Fees
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$21.50	per hour
<i>Minifield</i>	\$10.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$36.00	per hour
<i>Minifield</i>	\$18.25	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$53.25	per hour
<i>Minifield</i>	\$26.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.
Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$22.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$18.00	per hour
Richmond Youth Groups* <i>Full size</i>	\$6.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$13.75	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$20.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$16.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$5.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$12.50	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$6.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$4.75	per hour
Richmond Youth Groups* <i>Full size</i>	\$1.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$3.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.
Groups may be asked to provide proof of residency.*

Playing Field User Fees**Track and Field Fees and Charges (Facilities at Minoru Park)**

Description	Fee	Units
Training Fee - all ages Track and Field Club	\$742.00	per year
Richmond Youth Meets*	\$136.00	per meet
Richmond Adult Meets*	\$216.00	per meet
Private Group Track Meets or Special Events	\$540.00	per day
Private Group Track Meets or Special Events	\$45.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.
Groups may be asked to provide proof of residency.*

SCHEDULE – PROPERTY TAX CERTIFICATE FEES**Property Tax Certificate Fees**

Description	Fee
Requested in person at City Hall	\$38.25
Requested through BC Online	\$33.25

SCHEDULE – PROPERTY TAX BILLING INFORMATION

Description	Fee
Tax Apportionment - per child folio	\$32.75
Mortgage Company Tax Information Request - per folio	\$5.00
Additional Tax and/or Utility Bill reprints - per folio/account	\$5.00

SCHEDULE – PUBLICATION FEES

Publication Fees

Description	Fee
Computer Sections Maps, 24" x 24"	
Individual	\$5.50
CD	\$79.25
Custom Mapping (per hour)	\$63.75
Design Specifications (contents only)	\$98.75
Drafting Standards	\$98.75
Drawing Pints (As-Built)	
A-1 Size, 24" x 36"	\$5.50
B Size, 18" x 24"	\$3.75
<u>GIS Data Requests</u>	
Service fee	\$111.00
First layer*	\$157.00
Each additional layer*	\$54.50
CD or DVD of GIS layers of Municipal works of City of Richmond	\$6,464.00
Single-Family Lot Size Policy, March 1990	\$22.00
Supplemental Specifications and Detail Drawings (contents only)	\$98.75
<u>Street Maps</u>	
Large, 36" x 57"	\$8.25
Small, 22" x 34"	\$5.50
Utility Section Maps, 15" x 24"	
Individual	\$3.75
CD	\$79.25

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES

RCMP Documentation Fees

Description	Fee	Units
Criminal Record Checks	\$58.75	
Volunteer Criminal Record Checks - Volunteering outside the City of Richmond	\$25.00	
Volunteer Criminal Record Checks - Volunteering within the City of Richmond	No Charge	
Police Certificate (including prints)	\$58.75	
Fingerprints	\$58.75	
Record of Suspension / Local Records Checks	\$58.75	
Name Change Applications	\$58.75	
Collision Analyst Report	\$553.00	
Field Drawing Reproduction	\$39.75	
Scale Drawing	\$113.00	
Mechanical Inspection Report	\$235.00	
Police Report and Passport Letter	\$58.75	
Insurance Claim Letter	\$58.75	
Court Ordered File Disclosure	\$58.75	
<i>*per page</i>	<i>*Plus</i> \$1.25	per page
<i>**Shipping cost</i>	<i>**Plus</i> \$7.75	
Photos 4" x 6" (per photo)	\$2.75	per photo
<i>***Shipping cost</i>	<i>***Plus</i> \$7.75	
Photos	\$1.75	each laser
Photos - Burn CD	\$18.50	
Video Reproduction	\$45.00	
Audio Tape Reproduction	\$43.00	

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222

Administration Fees

Section 2.3

Description	Fee
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$81.50

SCHEDULE – SIGN REGULATION

Sign Regulation Bylaw No. 5560

Sign Permit Fees

Description	Fee
Application processing fee*	\$49.00
Up to 5 m ²	\$49.00
5.01 m ² to 15 m ²	\$5.00
15.01 m ² to 25 m ²	\$97.00
25.01 m ² to 45 m ²	\$131.00
45.01 m ² to 65 m ²	\$174.00
65.01 m ² or more	\$218.00
Permit to alter a sign or relocate a sign on the same lot	\$49.00

**Each applicant for a sign permit shall submit the processing fee together with his application. Upon approval of the application, this fee will be a credit towards the appropriate permit fee levied as set out in this Schedule. In cases of rejection of an application, the processing fee will not be refunded.*

SCHEDULE – TREE PROTECTION

Tree Protection Bylaw No. 8057

Permit Fees

Sections 4.2, 4.6

Description	Fee
<u>Permit application fee</u>	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	\$54.50
Renewal, extension or modification of a permit	\$54.50

SCHEDULE – VEHICLE FOR HIRE REGULATION

Vehicle For Hire Regulation Bylaw No. 6900

Permit & Inspection Fees

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$6.00	per trunk
Towing permit	\$54.50	
Inspection fee for each inspection after the second inspection	\$27.75	

SCHEDULE – WATER USE RESTRICTION

Water Use Restriction Bylaw No. 7784

Permit Fees

Section 3.1

Description	Fee
New lawns or landscaping permit application fee	\$32.75

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING

Watercourse Protection and Crossing Bylaw No. 8441

Application Fees

Description	Fee
Culvert	
Application Fee	\$320.00
City Design Option	\$1,062.00
Inspection Fee *	\$21.50
<i>*Per linear metre of culvert</i>	
<u>Bridge</u>	
Application Fee	\$108.00
Inspection Fee	\$214.00

Note: There is no City Design Option for bridges.