



To: Finance Committee

Date: September 12, 2011

From: Jerry Chong  
Director, Finance

File:

Re: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8798  
Business Licence Bylaw No. 7360, Amendment Bylaw No. 8799

**Staff Recommendation**

1. That Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 8798 which introduces a Business Licence Fee Schedule and increases all fees by 2% as detailed in the report from the Manager - Revenue and the Chief Licence Inspector be introduced and given first, second and third readings.
2. That Business Licence Bylaw No. 7360, Amendment Bylaw No. 8799 that deletes the Business Licence Fee Schedule as described in the staff report dated September 12, 2011 from the Manager - Revenue and Chief Licence Inspector be introduced and given first, second and third readings.

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

Att.

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Business Licences	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
City Clerk	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Community Bylaws	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Fire Rescue	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Law	Y <input type="checkbox"/> N <input type="checkbox"/>		
RCMP	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Building Approvals	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Development Applications	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## Staff Report

### Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, it was recommended that fees and charges should be adjusted annually based on CPI increases. On January 10, 2011, Council adopted the Consolidated Fees Bylaw ("CFB") No. 8636 to amalgamate a majority of the City's fees and charges into one bylaw for ease of review and adjustment for CPI increases.

When the CFB No. 8636 was adopted, Business Licence Fees were not part of the consolidated bylaw. This report recommends including those fees in the Consolidated Fee Bylaw

### Analysis

The CPI increase for 2011 is projected to be 2%. All rates in the attached amendment Bylaw No. 8798 have been adjusted for this increase. As in the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1.00, 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.

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

- **Schedule - Dog Licencing Fees**

An amendment was made to this schedule to include the dog licencing fees for seniors who are 65 years of age or older. These fees existed in the Dog Licencing Bylaw No 7138 but was never included in the Consolidated Bylaw No 8636.

- **Schedule - Filming Applications and Fees**

Rates for fire and rescue staff attendance at filming sites have been manually adjusted to reflect current wage rates and CPI.

- **Schedule - Fire Protection and Life Safety**

Under this bylaw, rates for staff attendance have been manually adjusted to reflect current wage rates and CPI.

- **Schedule - Publication Fees**

Removal of publication fees that are outdated or no longer applicable.

Schedule A from Business Licence Bylaw No. 7360 has been added to the Consolidated Fees Bylaw and will be subject to increases in accordance to projected CPI rates.

Other proposed amendments to the Licence Bylaw include deletion of references to the Licence Fee *Schedule A*. This reference will now be directed to the Consolidated Fee Bylaw.

**Financial Impact**

Fee increases will offset CPI cost increases and therefore has little or no net financial impact to the City. However, if the fees are not adjusted accordingly, CPI cost increases related to these services will be recovered through an estimated 0.07% increase in property taxes or approximately \$130,000 in additional tax revenue.

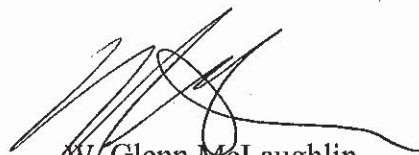
**Conclusion**

Increasing fees and charges keep the 2012 proposed budget in line with inflationary expenses and including Business Licence Fees into the Consolidated Fee Bylaw will allow for ease of fee administration.



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

IW:wgm



W. Glenn McLaughlin  
Chief Licence Inspector & Risk Manager  
(604-276-4136)



**Consolidated Fees Bylaw No 8636  
Amendment Bylaw No. 8798**

The Council of the City of Richmond enacts as follows:

- 1) The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
  - a) by deleting in their entirety, the schedules attached to the Consolidated Fees Bylaw No 8636, as amended, and substituting the schedules attached to and forming part of this bylaw;
- 2) This Bylaw is cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8798".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

\_\_\_\_\_  
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	\$36.25

### Animal Control Regulation Bylaw No. 7932

#### Impoundment Fees

##### Section 8

Description	Fee
<b>1<sup>st</sup> time in any calendar year</b>	
Neutered male or spayed female dog	\$41.75
Non-neutered male or unspayed female dog	\$125.00
Dangerous dog*	\$519.00
<b>2<sup>nd</sup> time in any calendar year</b>	
Neutered male or spayed female dog	\$83.00
Non-neutered male or unspayed female dog	\$260.00
Dangerous dog*	\$1,036.00
<b>3<sup>rd</sup> time and subsequent times in any calendar year</b>	
Neutered male or spayed female dog	\$260.00
Non-neutered male or unspayed female dog	\$519.00
Dangerous dog*	\$1,036.00

*\*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****Impoundment Fees (cont.)**

## Section 8

<b>Description</b>	<b>Fee</b>
Bird	\$5.50
Domestic farm animal <i>Impoundment fee also subject to transportation costs</i>	\$62.25
Other animal <i>Impoundment fee also subject to transportation costs</i>	\$31.25

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

## Section 8

<b>Description</b>	<b>Fee</b>
Dog	\$12.50
Cat	\$12.50
Bird	\$2.50
Domestic farm animal	\$31.25
Other animal	\$10.50

*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
<u>Photograph Reproductions</u>		
Scanned image (each)	\$15.75	
CD	\$5.50	
5" x 7"	\$12.50	
8" x 10"	\$15.75	
11" x 14"	\$24.00	
16" x 20"	\$33.25	
20" x 24"	\$41.75	
Negatives*	\$15.75	
<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> \$15.75	

**Archives and Records  
Use Fees**

Description	Fee
<u>Publication Fee</u>	
Websites, Books, CDs, etc. (Non-Commercial)	\$15.75
Websites, Books, CDs, etc. (Commercial)	\$31.25
Exhibition Fee (Commercial)	\$52.00

**Archives and Records  
Tax Searches Fees**

<b>Description</b>	<b>Fee</b>
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$26.25
Each year greater than 5 years	\$5.50

**Archives and Records  
Preliminary Site Investigation**

<b>Description</b>	<b>Fee</b>
Active Records Check Survey (per civic address searched)	\$208.00

**Archives and Records  
Mail Orders**

<b>Description</b>	<b>Fee</b>
Mail orders	\$5.50

*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**

<b>Description</b>	<b>Fee</b>
Administrative charges for receivable projects undertaken for third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$30.75



**SCHEDULE – BOARD OF VARIANCE ESTABLISHMENT AND PROCEDURE**

**Board of Variance Establishment and Procedure Bylaw No. 7150**

**Application Fees**

Sections 3.1, 4.1

<b>Description</b>	<b>Fee</b>
Order regarding variance or exemption to relieve hardship	\$161.00
Order regarding extent of damage preventing reconstruction as non-conforming use	\$135.00

**SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION**

**Boulevard and Roadway Protection and Regulation Bylaw No. 6366**

**Inspection Charges**

Section 11

<b>Description</b>	<b>Fee</b>
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m <sup>2</sup> in size; In-ground Swimming Pools & Demolitions	\$156.00
Move-Offs; Single or Two Family Dwelling Construction	\$156.00
Combined Demolition & Single or Two Family Dwelling Construction	\$156.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$208.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$208.00
Each additional inspection as required	\$78.00

**SCHEDULE – BUILDING REGULATION**

**Building Regulation Bylaw No. 7230**

**Plan Processing Fees**

**Section 5.13**

Description	Fee
For a new one family dwelling	\$571.00
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> - whichever is greater of (a) or (b)	\$65.00
For a sewage holding tank	\$130.00

**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)	\$65.00
Exceeding \$1,000.00 up to \$100,000.00	\$65.00
*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00	*Plus \$10.00
Exceeding \$100,000.00 to \$300,000.00	\$1,055.00
**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00	**Plus \$9.50
Exceeding \$300,000.00	\$2,955.00
***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00	***Plus \$7.50

*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)	\$65.00
Exceeding \$1,000.00 up to \$100,000.00	\$65.00
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$10.25</i>
Exceeding \$100,000.00 to \$300,000.00	\$1,079.75
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$9.75</i>
Exceeding \$300,000.00	\$3,029.75
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$7.75</i>

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

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	\$1,098.00	per m <sup>2</sup>
	\$102.00	(per ft <sup>2</sup> )
(ii) new construction of second storey	\$1,011.00	per m <sup>2</sup>
	\$94.00	(per ft <sup>2</sup> )
(iii) garage	\$560.00	per m <sup>2</sup>
	\$52.25	(per ft <sup>2</sup> )
(iv) decks or porches	\$462.00	per m <sup>2</sup>
	\$43.00	(per ft <sup>2</sup> )
(v) interior finishing on existing buildings	\$517.00	per m <sup>2</sup>
	\$48.00	(per ft <sup>2</sup> )
(vi) additions	\$1,098.00	per m <sup>2</sup>
	\$102.00	(per ft <sup>2</sup> )

**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) Building Permit Fee for Temporary Building for Occupancy	 \$115.00 \$519.00
<u>Re-inspection Fees</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>	 \$78.00 \$105.00 \$208.00
<u>Special Inspection Fees:</u> (a) during the City's normal business hours (b) outside the City's normal business hours <i>*for each hour or part thereof after the first four hours</i>	 \$115.00 \$456.00 *Plus \$115.00
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>	\$65.00
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>	\$65.00
<u>Building Move Inspection Fee:</u> (a) within the City boundaries (b) outside the City boundaries when travel is by City vehicle <i>**per km travelled</i>	 \$115.00 \$115.00 **Plus \$1.50

*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)	\$260.00
Provisional Occupancy Notice Extension Fee	\$415.00
Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area	\$408.00
Sewage Holding Tank Permit Fee	\$260.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$570.00
(b) for each equivalent greater than two contained in the same report	\$233.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$115.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,040.00

**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 – <b>one family dwelling</b>	(a) \$65.00	per appliance
- <i>whichever is greater of (a) or (b)</i>	(b) \$24.00	
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$65.00	
(b) appliance input exceeding 29 kW	\$105.00	
<u>Special Inspection Fees:</u>		
(a) during the City’s normal business hours	\$115.00	
(b) outside the City’s normal business hours	\$456.00	
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$115.00	

**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
<b>Re-Inspection Fee:</b>	
(a) for the third inspection	\$78.00
(b) for the fourth inspection	\$105.00
(c) for the fifth inspection	\$208.00
<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)	\$65.00
<b>Piping alteration – for existing appliances</b>	
First 30 metres of piping	\$65.00
Each additional 30 metres or part thereof	\$24.00
Gas permit transfer or assignment fee (a)	\$65.00
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$65.00
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

**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
<b>Plumbing</b>		
(a) installation of each plumbing fixture	\$24.00	
(b) minimum plumbing fee	\$65.00	
(c) connection of City water supply to any hydraulic equipment	\$65.00	
<b>Sprinkler &amp; Standpipes</b>		
(a) installation of any sprinkler system	\$65.00	
<i>*per additional head</i>	*Plus \$2.00	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c)	\$65.00	per item
<i>- whichever is greater of (c) or (d)</i> (d)	\$24.00	

**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	\$65.00	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$24.00	
<u>Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$65.00	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$24.00	
(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	\$65.00	
(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	\$24.00	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$65.00 (g) \$24.00	per item
<i>- whichever is greater of (f) or (g)</i>		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$115.00	
(b) outside the City's normal business hours or each hour <i>*for part thereof exceeding the first four hours</i>	\$456.00 *Plus \$115.00	
<u>Design Modification Fees</u>		
Plan review <i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distributions</i>	\$115.00	per hour

**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>	\$78.00 \$105.00 \$208.00
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>	\$65.00
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>	\$65.00
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$130.00 \$208.00 \$21.00



## **SCHEDULE – BUSINESS LICENCE**

### **Business Licence Bylaw No. 7360**

#### **Assembly Use Group 1**

<b>Group 1 - Business Licence Fee assessed by total floor area</b>		
<i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1000)	\$150.00
93.1 to 232.5	(1001 to 2500)	\$228.00
232.6 to 465.0	(2501 to 5000)	\$395.00
465.1 to 930.0	(5001 to 10000)	\$632.00
930.1 to 1860.1	(10001 to 20000)	\$1,120.00
1860.2 to 2790.1	(20001 to 30000)	\$1,603.00
2790.2 to 3720.2	(30001 to 40000)	\$2,093.00
3720.3 to 4650.2	(40001 to 50000)	\$2,574.00
4650.3 to 5580.3	(50001 to 60000)	\$3,062.00
5580.4 and over	(60001 and over)	\$3,472.00
Food Primary Liquor Licence Fee		\$314.00
Mobile Vendors (Food) Fee (per vehicle)		\$73.50

### **Business Licence Bylaw No. 7360**

#### **Assembly Use Group 2**

<b>Group 2 - Business Licence Fee assessed by Number of Seats</b>	
<b>Seats</b>	<b>Fee</b>
0 to 30	\$477.00
31 to 60	\$950.00
61 to 90	\$1,425.00
91 to 120	\$1,902.00
121 to 150	\$2,373.00
151 to 180	\$2,848.00
181 to 210	\$3,320.00
211 and over	\$3,472.00

**Business Licence Bylaw No. 7360**  
**Assembly Use Group 3**

<b>Group 3 - Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$121.00
6 to 10	\$203.00
11 to 15	\$294.00
16 to 25	\$436.00
26 to 50	\$632.00
51 to 100	\$912.00
101 to 200	\$1,287.00
201 to 500	\$1,859.00
501 to 1000	\$2,809.00
1001 and over	\$3,472.00

*\*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**

<b>Residential Use - Business Licence Fee assessed by Number of Rental Units</b>	
<b>Units</b>	<b>Fee</b>
0 to 5	\$145.00
6 to 10	\$223.00
11 to 25	\$383.00
26 to 50	\$622.00
51 to 100	\$1,097.00
101 to 200	\$1,569.00
201 to 300	\$2,045.00
301 to 400	\$2,514.00
401 to 500	\$2,985.00
501 and over	\$3,472.00

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

<b>Service Use - Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$121.00
6 to 10	\$209.00
11 to 15	\$305.00
16 to 25	\$450.00
26 to 50	\$644.00
51 to 100	\$938.00
101 to 200	\$1,317.00
201 to 500	\$1,907.00
501 to 1000	\$2,872.00
1001 and over	\$3,472.00

*\*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**

<b>Mercantile Use - Business Licence Fee assessed by total floor area</b>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1000)	\$121.00
93.1 to 232.5	(1001 to 2500)	\$193.00
232.6 to 465.0	(2501 to 5000)	\$353.00
465.1 to 930.0	(5001 to 10000)	\$597.00
930.1 to 1860.1	(10001 to 20000)	\$1,080.00
1860.2 to 2790.1	(20001 to 30000)	\$1,570.00
2790.2 to 3720.2	(30001 to 40000)	\$2,052.00
3720.3 to 4650.2	(40001 to 50000)	\$2,535.00
4650.3 to 5580.3	(50001 to 60000)	\$3,021.00
5580.4 and over	(60001 and over)	\$3,472.00

**Business Licence Bylaw No. 7360**  
**Industrial/Manufacturing Use**

<b>Industrial/Manufacturing Use - Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$145.00
6 to 10	\$240.00
11 to 15	\$336.00
16 to 25	\$477.00
26 to 50	\$670.00
51 to 100	\$950.00
101 to 200	\$1,330.00
201 to 500	\$1,896.00
501 to 1000	\$2,843.00
1001 and over	\$3,472.00

*\*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
<u>Vehicle for Hire Business Fee</u>	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$121.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$111.00
CLASS "B" Limousine	\$73.50
CLASS "C" Sightseeing Taxicab	\$111.00
CLASS "D" Airport Taxicab	\$111.00
CLASS "E" Private Bus	\$111.00
CLASS "I" Chater Minibus	\$111.00
CLASS "J" Rental Vehicle	
Group 1	\$13.50
Group 2	\$73.50
CLASS "K" Driver Training Vehicle	\$54.25
CLASS "M" Tow-Truck	\$111.00
CLASS "N" Taxicab for Persons with Disabilities	\$111.00
CLASS "P" Pedicab	\$111.00
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,472.00
Transferring a Vehicle for Hire Licence within any calendar year	\$42.00
Replacing a Vehicle for Hire Licence plate or decal	\$12.25

**Business Licence Bylaw No. 7360**  
**Vending Machine Uses**

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$26.75
Group 2 (per machine)	\$37.75
Group 3 (per machine)	\$8.25
Banking Machine licence fee (per machine)	\$116.00
Amusement Machine licence fee (per machine)	\$26.75

**Business Licence Bylaw No. 7360**  
**Adult Orientated Uses**

Description	Fee
Adult entertainment establishment licence	\$3,472.00
Casino	\$5,494.00
<u>Body-painting studio</u>	
Studio licence	\$3,472.00
Each body-painting employee	\$121.00
<u>Body-rub studio</u>	
Studio licence	\$3,472.00
Each body-rub employee	\$121.00
<u>Escort service</u>	
Escort service licence	\$3,472.00
Each escort employee	\$121.00

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

Description	Fee
Farmer's market licence	\$121.00

**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	\$42.00
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>	\$42.00
Licence reprint	\$10.25

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

Description	Fee
Annual permit	\$102.00

## SCHEDULE – DITCH AND WATERCOURSE PROTECTION AND REGULATION

### Ditch and Watercourse Protection and Regulation Bylaw No. 7285

Sections 2.1, Section 2.2

Description	Fee
Ditch Crossing Permit Standard Width Permit Fee*	\$105.00

*\*Extended Width Inspection Fee is 4% of engineering cost estimate for the construction*

## SCHEDULE – DOG LICENCING

### Dog Licencing Bylaw No. 7138

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u> Normal Fee Prior to March 1 <sup>st</sup> of the year for which the application is made	 \$71.50 \$51.00
<u>Dog – Neutered or spayed</u> Normal Fee Prior to March 1 <sup>st</sup> of the year for which the application is made <i>For seniors who are 65 years of age or older that have paid prior to March 1<sup>st</sup> of the year for which the application is made</i>	 \$30.75 \$20.50 \$10.25
<u>Dangerous Dog – Not neutered or spayed</u> Normal Fee Prior to March 1 <sup>st</sup> of the year for which the application is made	 \$255.00 \$204.00
<u>Dangerous Dog – Neutered or spayed</u> Normal Fee Prior to March 1 <sup>st</sup> of the year for which the application is made <i>For seniors who are 65 years of age or older that have paid prior to March 1<sup>st</sup> of the year for which the application is made</i>	 \$204.00 \$153.00 \$76.50
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>	 \$5.25

## 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	



**Filming Application and Fees Bylaw No. 8172**  
**City Parks & Heritage Sites (cont.)**  
 Section 3

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Nature Park</u>		
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	
<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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>RCMP (4-hour minimum)</u>		
Per person	\$104.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$128.00	per hour
Fire Captain	\$88.50	per hour
Firefighter (minimum 3 firefighters)	\$72.55	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	\$21.00	
Permit Inspection, first hour	4.3	\$83.00	
Permit Inspection, subsequent hours or part thereof	4.3	\$52.00	
Attendance - open air burning without permit <i>first hour</i>	4.5.1	\$433.63	per vehicle
Attendance - open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$216.85	per vehicle
Attendance - open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$433.63	per vehicle
Attendance - open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$216.85	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)	\$433.63	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 <sup>2</sup> area		\$105.00	
Any building > 600 m <sup>2</sup> area		\$156.00	
High building, institutional		\$208.00	
Revisions (per occurrence)		\$52.00	
Inspection	15.2.1 (a)		
4 stories or less and less than 914 m <sup>2</sup> per floor		\$208.00	
4 stories or less and between 914 and 1524 m <sup>2</sup> per floor		\$312.00	
5 stories or more and between 914 and 1524 m <sup>2</sup> per floor		\$519.00	
5 stories or more and over 1524 m <sup>2</sup> per floor		\$726.00	

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

<b>Description</b>	<b>Section</b>	<b>Fee</b>
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$83.00
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1.(b)	\$52.00
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	\$312.00
False alarm reduction program in place and participation	15.5.5	No charge
Caused by security alarm system	15.6.1	\$208.00
Monitoring agency not notified	15.7.1	\$208.00
Alternate solution report or application review	General	\$156.00

## **SCHEDULE – FIREWORKS REGULATION**

### **Fireworks Regulation Bylaw No. 7917**

#### **Permit Fees**

#### **Section 2.1**

<b>Description</b>	<b>Fee</b>
Display Permit application fee	\$105.00

## **SCHEDULE – PROPERTY TAX CERTIFICATE FEES**

### **Property Tax Certificate Fees**

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$36.75
Requested through BC Online	\$31.75

## **SCHEDULE – PUBLIC HEALTH PROTECTION**

### **Public Health Protection Bylaw No. 6989**

#### **False Alarm Fee**

#### **Section 3.1.3.5**

<b>Description</b>	<b>Fee</b>
False alarm fee where the intentional or unintentional activation of a house alarm causes the unnecessary response of an inspector	\$105.00

## SCHEDULE – PUBLICATION FEES

### Publication Fees

Description	Fee
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$5.00
CD	\$75.75
Custom Mapping (per hour)	\$61.25
Design Specifications (contents only)	\$94.75
Drafting Standards	\$94.75
<u>Drawing Pints (As-Builts)</u>	
A-1 Size, 24" x 36"	\$5.00
B Size, 18" x 24"	\$3.25
<u>GIS Data Requests</u>	
Service fee	\$105.00
First layer*	\$150.00
Each additional layer*	\$52.00
CD or DVD of GIS layers of Municipal works of City of Richmond	\$6,212.00
Single-Family Lot Size Policy, March 1990	\$21.00
Supplemental Specifications and Detail Drawings (contents only)	\$94.75
<u>Street Maps</u>	
Large, 36" x 57"	\$7.75
Small, 22" x 34"	\$5.00
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$3.25
CD	\$75.75

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

## SCHEDULE – RCMP DOCUMENTATION FEES

### RCMP Documentation Fees

Description	Fee	Units
Criminal Record Checks	\$56.25	
Criminal Record Checks - Volunteers	No Charge	
Police Certificate (including prints)	\$56.25	
Fingerprints	\$56.25	
Pardon applications/Records Clearance	\$56.25	
Name Change Applications	\$56.25	
Collision Analyst Report	\$531.00	
Field Drawing Reproduction	\$37.75	
Scale Drawing	\$107.00	
Mechanical Inspection Report	\$225.00	
Police Report and Passport Letter	\$56.25	
Insurance Claim Letter	\$56.25	
Court Ordered File Disclosure	\$56.25	
<i>*per page</i>	<i>*Plus</i> \$0.75	per page
<i>**Shipping cost</i>	<i>**Plus</i> \$7.25	
Photos 4" x 6" (per photo)	\$2.25	per photo
<i>***Shipping cost</i>	<i>***Plus</i> \$7.25	
Photos	\$1.25	each laser
Photos - Burn CD	\$17.50	
Video Reproduction	\$43.00	
Audio Tape Reproduction	\$41.00	

## 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	\$78.00

## SCHEDULE – SIGN REGULATION

### Sign Regulation Bylaw No. 5560

#### Sign Permit Fees

Description	Fee
Application processing fee*	\$47.00
Up to 5 m <sup>2</sup>	\$47.00
5.01 m <sup>2</sup> to 15 m <sup>2</sup>	\$62.25
15.01 m <sup>2</sup> to 25 m <sup>2</sup>	\$93.00
25.01 m <sup>2</sup> to 45 m <sup>2</sup>	\$125.00
45.01 m <sup>2</sup> to 65 m <sup>2</sup>	\$166.00
65.01 m <sup>2</sup> or more	\$208.00
Permit to alter a sign or relocate a sign on the same lot	\$47.00

*\*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	\$52.00
Renewal, extension or modification of a permit	\$52.00

**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	\$5.50	per trunk
Towing permit	\$52.00	
Inspection fee for each inspection after the second inspection	\$26.25	

**SCHEDULE – WATER USE RESTRICTION**

**Water Use Restriction Bylaw No. 7784**

**Permit Fees**

Section 3.1

Description	Fee
New lawns or landscaping permit application fee	\$31.25



## SCHEDULE – WATERCOURSE PROTECTION AND CROSSING

### Watercourse Protection and Crossing Bylaw No. 8441

#### Application Fees

Description	Fee
<u>Culvert</u>	
Application Fee	\$306.00
City Design Option	\$1,020.00
Inspection Fee	*
<i>*Per linear metre of culvert</i>	\$20.50
<u>Bridge</u>	
Application Fee	\$102.00
Inspection Fee	\$204.00

*Note: There is no City Design Option for bridges*



**Business Licence Bylaw No 7360,  
Amendment Bylaw No. 8799**

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360 is hereby amended by:
  - a. Deleting from the Table of Contents Schedule A, Schedule B and Schedule C.
  - b. In section 1.1 (b) the words "Schedule A" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - c. In section 2.1.27.2 (a) the words "Schedule A" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - d. In section 2.1.27.4 (a) the words "Schedule A" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - e. In section 2.1.27.6 (a) the words "Schedule A" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - f. In section 2.3.2 (e) the words "Schedule C, which is attached to and forms a part of this bylaw" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - g. In section 2.4.1(g) the words "Schedule A" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - h. In section 3.11 the words "Schedule A" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - i. In section 4.3.4 the words "Schedule B, which is attached to and forms a part of this bylaw" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - j. In section 4.3.5 (a) (ii) the words "Schedule B" are deleted and replaced with "the Consolidated Fee Bylaw No. 8636".
  - k. Schedule A to Bylaw No. 7360 is deleted in its entirety.
  - l. Schedule B to Bylaw No. 7360 is deleted in its entirety.

- m. Schedule C to Bylaw No. 7360 is deleted in its entirety.
2. This Bylaw is cited as "Business Licence Bylaw No. 7360, Amendment Bylaw No. 8799".



FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

\_\_\_\_\_  
CORPORATE OFFICER