



# City of Richmond

## Report to Committee

TO FIN - C7+1 2012

**To:** Finance Committee

**Date:** August 29, 2012

**From:** Jerry Chong  
Director, Finance

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

**Re:** Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8940

### Staff Recommendation

That the Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 8940 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"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> JE	<b>REVIEWED BY CAO (DEPUTY)</b>	<b>INITIALS:</b> JE

## 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 2013 is projected to be 2%. All rates in the attached amendment Bylaw No. 8940 have been adjusted for this increase with the following exceptions:

- **Schedule - Filming Applications and Fees**  
All rates in this schedule remain unchanged at the 2012 level except for fire rescue fees which reflect the cost of the new collective agreement. A separate report discussing filming application fees will be brought to Council before year end and new rates will be addressed at that time.
- **Schedule – Archives & Records**  
At the stakeholder's request, 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. Over the last two years, due to rounding up, these fees have increased from \$0.25 per page to \$0.35, which is already much greater increase than 2%.

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 schedules were also added to the Consolidated Fees Bylaw:

- **Schedule – Playing Field User Fees**  
This schedule is added to the Consolidated Fees Bylaw per the Council resolution of December 19, 2011.
- **Schedule – Property Tax Apportionment Fee**  
Developers often request for the re-distribution of current year taxes from the original property to the newly subdivided properties. The proposed fee of \$32 per new subdivided property created is comparable to the rates currently charged by other municipalities who offer this service. Apportionment of taxes allows for new strata unit owners to receive individual tax notices and apply for home owner grants if eligible. Many municipalities choose not to offer tax apportionments due to the amount of work involved, resulting in new property owners not receiving home owner grants in their first year of ownership. Charging for this service allows the City to provide additional customer service to those new property owners by enabling them to apply for a grant to offset their property tax.

## **Financial Impact**

The fee increases assist in offsetting cost increases which otherwise will be recovered through increases to taxation revenue. There is no financial impact resulting from this bylaw.

## **Conclusion**

That the Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 8940 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. 8940**

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 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. 8940”**.

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	\$37.00

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

## Section 8

Description	Fee
<b>1st time in any calendar year</b>	
Neutered male or spayed female dog	\$42.75
Non-neutered male or unspayed female dog	\$128.00
Dangerous dog*	\$530.00
<b>2nd time in any calendar year</b>	
Neutered male or spayed female dog	\$84.75
Non-neutered male or unspayed female dog	\$266.00
Dangerous dog*	\$1,057.00
<b>3rd time and subsequent times in any calendar year</b>	
Neutered male or spayed female dog	\$266.00
Non-neutered male or unspayed female dog	\$530.00
Dangerous dog*	\$1,057.00
Bird	\$5.75
Domestic farm animal	\$63.50
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$32.00
<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	\$12.75
Cat	\$12.75
Bird	\$2.75
Domestic farm animal	\$32.00
Other animal	\$10.75

*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)	\$16.25	
CD	\$5.75	
5" x 7"	\$12.75	
8" x 10"	\$16.25	
11" x 14"	\$24.50	
16" x 20"	\$34.00	
20" x 24"	\$42.75	
Negatives*	\$16.25	
<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>	*Plus \$16.25	

**Archives and Records  
Use Fees**

Description	Fee
<u>Publication Fee</u>	
Websites, Books, CDs, etc. (Non-Commercial)	\$16.25
Websites, Books, CDs, etc. (Commercial)	\$32.00
Exhibition Fee (Commercial)	\$53.25

**Archives and Records  
Tax Searches Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$27.00
Each year greater than 5 years	\$5.75

**Archives and Records  
Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$213.00

**Archives and Records  
Mail Orders**

Description	Fee
Mail orders	\$5.75

*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	\$31.50

**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	\$165.00
Order regarding extent of damage preventing reconstruction as non-conforming use	\$138.00

**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 m2 in size; In-ground Swimming Pools & Demolitions	\$160.00
Move-Offs; Single or Two Family Dwelling Construction	\$160.00
Combined Demolition & Single or Two Family Dwelling Construction	\$160.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$213.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$213.00
Each additional inspection as required	\$79.75

**SCHEDULE – BUILDING REGULATION****Building Regulation Bylaw No. 7230****Plan Processing Fees**

## Section 5.13

<b>Description</b>	<b>Fee</b>
For a new one family dwelling	\$583.00
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>	\$66.50
For a sewage holding tank	\$133.00

**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

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$66.50
Exceeding \$1,000.00 up to \$100,000.00	\$66.50
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$10.25
Exceeding \$100,000.00 to \$300,000.00	\$1,081.25
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$9.75
Exceeding \$300,000.00	\$3,031.25
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$7.75

*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

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$66.50
Exceeding \$1,000.00 up to \$100,000.00	\$66.50
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$10.50</i>
Exceeding \$100,000.00 to \$300,000.00	\$1,106.00
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$10.00</i>
Exceeding \$300,000.00	\$3,106.00
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$8.00</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:

<b>Description</b>	<b>Fee</b>	<b>Units</b>
(i) new construction of first storey	\$1,120.00	per m <sup>2</sup>
	\$105.00	(per ft <sup>2</sup> )
(ii) new construction of second storey	\$1,032.00	per m <sup>2</sup>
	\$96.00	(per ft <sup>2</sup> )
(iii) garage	\$572.00	per m <sup>2</sup>
	\$53.50	(per ft <sup>2</sup> )
(iv) decks or porches	\$472.00	per m <sup>2</sup>
	\$44.00	(per ft <sup>2</sup> )
(v) interior finishing on existing buildings	\$528.00	per m <sup>2</sup>
	\$49.00	(per ft <sup>2</sup> )
(vi) additions	\$1,120.00	per m <sup>2</sup>
	\$105.00	(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

<b>Description</b>	<b>Fee</b>
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$118.00
Building Permit Fee for Temporary Building for Occupancy	\$530.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$79.75
(b) for the fourth inspection	\$108.00
(c) for the fifth inspection	\$213.00
<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	\$118.00
(b) outside the City's normal business hours	\$466.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$118.00
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>	\$66.50
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>	\$66.50
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$118.00
(b) outside the City boundaries when travel is by City vehicle <i>**per km travelled</i>	\$118.00 <i>**Plus</i> \$1.75

*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

<b>Description</b>	<b>Fee</b>
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$266.00
Provisional Occupancy Notice Extension Fee	\$424.00
Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area	\$417.00
Sewage Holding Tank Permit Fee	\$266.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$582.00
(b) for each equivalent greater than two contained in the same report	\$238.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$118.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,081.00

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

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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Domestic Installation – <b>one family dwelling</b> - whichever is greater of (a) or (b)	(a) \$66.50 (b) \$24.50	per appliance
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$66.50	
(b) appliance input exceeding 29 kW	\$108.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$118.00	
(b) outside the City's normal business hours	\$466.00	
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$118.00	

**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
<p><u>Re-Inspection Fee:</u>                      (a) for the third inspection                      (b) for the fourth inspection                      (c) for the fifth inspection</p> <p><i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i></p>	<p>\$79.75                      \$108.00                      \$213.00</p>
<p>For a vent and/or gas valve or furnace plenum (no appliance)</p>	<p>\$66.50</p>
<p><u>Piping alteration – for existing appliances</u>                      First 30 metres of piping                      Each additional 30 metres or part thereof                      Gas permit transfer or assignment fee (a)  <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)  <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></p>	<p>\$66.50                      \$24.50                      \$66.50                      \$66.50</p>

**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
<p><u>Plumbing</u>                      (a) installation of each plumbing fixture                      (b) minimum plumbing fee                      (c) connection of City water supply to any hydraulic equipment</p>	<p>\$24.50                      \$66.50                      \$66.50</p>	
<p><u>Sprinkler &amp; Standpipes</u>                      (a) installation of any sprinkler system  <i>*per additional head</i> *Plus                      (b) installation of each hydrant, standpipe, hose station,                      hose valve, or hose cabinet used for fire fighting (c)                      (d)  <i>- whichever is greater of (c) or (d)</i></p>	<p>\$66.50                      \$2.25                      \$66.50                      \$24.50</p>	<p>per item</p>

**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	\$66.50	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$24.50	
<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	\$66.50	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$24.50	
(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	\$66.50	
(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	\$24.50	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	\$66.50	per item
(f) <i>- whichever is greater of (f) or (g)</i>	\$24.50	
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$118.00	
(b) outside the City's normal business hours or each hour <i>*for part thereof exceeding the first four hours</i>	\$466.00	
	*Plus \$118.00	
<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>	\$118.00	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>	\$79.75 \$108.00 \$213.00
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>	\$66.50
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>	\$66.50
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$133.00 \$213.00 \$21.50

**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)	\$153.00
93.1 to 232.5	(1001 to 2500)	\$233.00
232.6 to 465.0	(2501 to 5000)	\$403.00
465.1 to 930.0	(5001 to 10000)	\$645.00
930.1 to 1860.1	(10001 to 20000)	\$1,143.00
1860.2 to 2790.1	(20001 to 30000)	\$1,636.00
2790.2 to 3720.2	(30001 to 40000)	\$2,135.00
3720.3 to 4650.2	(40001 to 50000)	\$2,626.00
4650.3 to 5580.3	(50001 to 60000)	\$3,124.00
5580.4 and over	(60001 and over)	\$3,542.00
Food Primary Liquor Licence Fee		\$321.00
Mobile Vendors (Food) Fee (per vehicle)		\$75.00

**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	\$487.00
31 to 60	\$969.00
61 to 90	\$1,454.00
91 to 120	\$1,941.00
121 to 150	\$2,421.00
151 to 180	\$2,905.00
181 to 210	\$3,387.00
211 and over	\$3,542.00

**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	\$124.00
6 to 10	\$208.00
11 to 15	\$300.00
16 to 25	\$445.00
26 to 50	\$645.00
51 to 100	\$931.00
101 to 200	\$1,313.00
201 to 500	\$1,897.00
501 to 1000	\$2,866.00
1001 and over	\$3,542.00

*\*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	\$148.00
6 to 10	\$228.00
11 to 25	\$391.00
26 to 50	\$635.00
51 to 100	\$1,119.00
101 to 200	\$1,601.00
201 to 300	\$2,086.00
301 to 400	\$2,565.00
401 to 500	\$3,045.00
501 and over	\$3,542.00

**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	\$124.00
6 to 10	\$214.00
11 to 15	\$312.00
16 to 25	\$459.00
26 to 50	\$657.00
51 to 100	\$957.00
101 to 200	\$1,344.00
201 to 500	\$1,946.00
501 to 1000	\$2,930.00
1001 and over	\$3,542.00

*\*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)	\$124.00
93.1 to 232.5	(1001 to 2500)	\$197.00
232.6 to 465.0	(2501 to 5000)	\$361.00
465.1 to 930.0	(5001 to 10000)	\$609.00
930.1 to 1860.1	(10001 to 20000)	\$1,102.00
1860.2 to 2790.1	(20001 to 30000)	\$1,602.00
2790.2 to 3720.2	(30001 to 40000)	\$2,094.00
3720.3 to 4650.2	(40001 to 50000)	\$2,586.00
4650.3 to 5580.3	(50001 to 60000)	\$3,082.00
5580.4 and over	(60001 and over)	\$3,542.00

**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	\$148.00
6 to 10	\$245.00
11 to 15	\$343.00
16 to 25	\$487.00
26 to 50	\$684.00
51 to 100	\$969.00
101 to 200	\$1,357.00
201 to 500	\$1,934.00
501 to 1000	\$2,900.00
1001 and over	\$3,542.00

*\*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**

<b>Description</b>	<b>Fee</b>
<u>Vehicle for Hire Business Fee</u>	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$124.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$114.00
CLASS "B" Limousine	\$75.00
CLASS "C" Sightseeing Taxicab	\$114.00
CLASS "D" Airport Taxicab	\$114.00
CLASS "E" Private Bus	\$114.00
CLASS "I" Charter Minibus	\$114.00
CLASS "J" Rental Vehicle	
Group 1	\$14.00
Group 2	\$75.00
CLASS "K" Driver Training Vehicle	\$55.50
CLASS "M" Tow-Truck	\$114.00
CLASS "N" Taxicab for Persons with Disabilities	\$114.00
CLASS "P" Pedicab	\$114.00

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

<b>Description</b>	<b>Fee</b>
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,542.00
Transferring a Vehicle for Hire Licence within any calendar year	\$43.00
Replacing a Vehicle for Hire Licence plate or decal	\$12.50

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

<b>Description</b>	<b>Fee</b>
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$27.50
Group 2 (per machine)	\$38.75
Group 3 (per machine)	\$8.50
Banking Machine licence fee (per machine)	\$119.00
Amusement Machine licence fee (per machine)	\$27.50

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

<b>Description</b>	<b>Fee</b>
Adult entertainment establishment licence	\$3,542.00
Casino	\$5,604.00
<u>Body-painting studio</u>	
Studio licence	\$3,542.00
Each body-painting employee	\$124.00
<u>Body-rub studio</u>	
Studio licence	\$3,542.00
Each body-rub employee	\$124.00
<u>Escort service</u>	
Escort service licence	\$3,542.00
Each escort employee	\$124.00

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

Description	Fee
Farmer's market licence	\$124.00

**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	\$43.00
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>	\$43.00
Licence reprint	\$10.50

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

Description	Fee
Annual permit	\$105.00

**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*	\$108.00

*\*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

<b>Description</b>	<b>Fee</b>
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$73.00
Prior to March 1st of the year for which the application is made	\$52.25
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$31.50
Prior to March 1st of the year for which the application is made	\$21.00
<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>	\$10.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$261.00
Prior to March 1st of the year for which the application is made	\$209.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$209.00
Prior to March 1st of the year for which the application is made	\$157.00
<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>	\$78.50
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>	\$5.50

**SCHEDULE – FILMING APPLICATION AND FEES****Filming Application and Fees Bylaw No. 8172**

Administration Fees

Section 3

<b>Description</b>	<b>Fee</b>
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

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

**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**

<b>Description</b>	<b>Section</b>	<b>Fee</b>	<b>Units</b>
Permit	4.1	\$21.50	
Permit Inspection, first hour	4.3	\$84.75	
Permit Inspection, subsequent hours or part thereof	4.3	\$53.25	
Attendance - open air burning without permit <i>first hour</i>	4.5.1	\$443.00	per vehicle
Attendance - open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$222.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$443.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$222.00	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)	\$443.00	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 <sup>2</sup> area		\$108.00	
Any building > 600 m <sup>2</sup> area		\$160.00	
High building, institutional		\$213.00	
Revisions (per occurrence)		\$53.25	
Inspection	15.2.1 (a)		
4 stories or less and less than 914 m <sup>2</sup> per floor		\$213.00	
4 stories or less and between 914 and 1524 m <sup>2</sup> per floor		\$319.00	
5 stories or more and between 914 and 1524 m <sup>2</sup> per floor		\$530.00	
5 stories or more and over 1524 m <sup>2</sup> per floor		\$741.00	

**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)	\$84.75
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1.(b)	\$53.25
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<b><u>Attendance - False alarm</u></b>		
No false alarm reduction program in place	15.5.1	\$319.00
False alarm reduction program in place and participation	15.5.5	No charge
Caused by security alarm system	15.6.1	\$213.00
Monitoring agency not notified	15.7.1	\$213.00
Alternate solution report or application review	General	\$160.00

**SCHEDULE – FIREWORKS REGULATION**

**Fireworks Regulation Bylaw No. 7917  
Permit Fees  
Section 2.1**

<b>Description</b>	<b>Fee</b>
Display Permit application fee	\$108.00

**SCHEDULE – PLAYING FIELD USER FEES****Playing Field User Fees  
Natural Turf Field Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b><u>Sand Turf (With Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$34.50	per hour
<i>Mini field</i>	\$17.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$27.75	per hour
<i>Mini field</i>	\$14.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.75	per hour
<i>Mini field</i>	\$5.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$20.75	per hour
<i>Mini field</i>	\$10.50	per hour
<b><u>Sand Turf (No Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$25.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.00	per hour

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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$8.50	per hour
<i>Mini field</i>	\$4.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$6.75	per hour
<i>Mini field</i>	\$3.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$2.50	per hour
<i>Mini field</i>	\$1.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$5.00	per hour
<i>Mini field</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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Richmond Youth Groups*		
<i>Full size</i>	\$21.00	per hour
<i>Mini field</i>	\$10.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$35.25	per hour
<i>Mini field</i>	\$17.75	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$52.00	per hour
<i>Mini field</i>	\$26.00	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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Sand Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$22.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$17.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$6.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$13.25	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$20.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$16.00	per hour
Richmond Youth Groups* <i>Full size</i>	\$5.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$12.25	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)**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Training Fee - all ages Track and Field Club	\$727.00	per year
Richmond Youth Meets*	\$133.00	per meet
Richmond Adult Meets*	\$211.00	per meet
Private Group Track Meets or Special Events	\$529.00	per day
Private Group Track Meets or Special Events	\$44.25	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**

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$37.50
Requested through BC Online	\$32.50

**SCHEDULE – PROPERTY TAX APPORTIONMENT FEE****Property Tax Apportionment Fee**

<b>Description</b>	<b>Fee</b>
Per child folio	\$32.00

**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	\$108.00

**SCHEDULE – PUBLICATION FEES****Publication Fees**

<b>Description</b>	<b>Fee</b>
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$5.25
CD	\$77.50
Custom Mapping (per hour)	\$62.50
Design Specifications (contents only)	\$96.75
Drafting Standards	\$96.75
<u>Drawing Pints (As-Builts)</u>	
A-1 Size, 24" x 36"	\$5.25
B Size, 18" x 24"	\$3.50
<u>GIS Data Requests</u>	
Service fee	\$108.00
First layer*	\$153.00
Each additional layer*	\$53.25
CD or DVD of GIS layers of Municipal works of City of Richmond	\$6,337.00
Single-Family Lot Size Policy, March 1990	\$21.50
Supplemental Specifications and Detail Drawings (contents only)	\$96.75
<u>Street Maps</u>	
Large, 36" x 57"	\$8.00
Small, 22" x 34"	\$5.25
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$3.50
CD	\$77.50

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

**SCHEDULE – RCMP DOCUMENTATION FEES**

**RCMP Documentation Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Criminal Record Checks	\$57.50	
Criminal Record Checks - Volunteers	No Charge	
Police Certificate (including prints)	\$57.50	
Fingerprints	\$57.50	
Pardon applications/Records Clearance	\$57.50	
Name Change Applications	\$57.50	
Collision Analyst Report	\$542.00	
Field Drawing Reproduction	\$38.75	
Scale Drawing	\$110.00	
Mechanical Inspection Report	\$230.00	
Police Report and Passport Letter	\$57.50	
Insurance Claim Letter	\$57.50	
Court Ordered File Disclosure	\$57.50	
<i>*per page</i>	<i>*Plus</i> \$1.00	per page
<i>**Shipping cost</i>	<i>**Plus</i> \$7.50	
Photos 4" x 6" (per photo)	\$2.50	per photo
<i>***Shipping cost</i>	<i>***Plus</i> \$7.50	
Photos	\$1.50	each laser
Photos - Burn CD	\$18.00	
Video Reproduction	\$44.00	
Audio Tape Reproduction	\$42.00	

**SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION**

**Residential Lot (Vehicular) Access Regulation Bylaw No. 7222**

**Administration Fees**

Section 2.3

<b>Description</b>	<b>Fee</b>
<u>Driveway Crossing Application</u> Administration/Inspection Fee	\$79.75

**SCHEDULE – SIGN REGULATION****Sign Regulation Bylaw No. 5560****Sign Permit Fees**

<b>Description</b>	<b>Fee</b>
Application processing fee*	\$48.00
Up to 5 m <sup>2</sup>	\$48.00
5.01 m <sup>2</sup> to 15 m <sup>2</sup>	\$63.50
15.01 m <sup>2</sup> to 25 m <sup>2</sup>	\$95.00
25.01 m <sup>2</sup> to 45 m <sup>2</sup>	\$128.00
45.01 m <sup>2</sup> to 65 m <sup>2</sup>	\$170.00
65.01 m <sup>2</sup> or more	\$213.00
Permit to alter a sign or relocate a sign on the same lot	\$48.00

*\*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

<b>Description</b>	<b>Fee</b>
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	\$53.25
Renewal, extension or modification of a permit	\$53.25

**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	\$5.75	per trunk
Towing permit	\$53.25	
Inspection fee for each inspection after the second inspection	\$27.00	

**SCHEDULE – WATER USE RESTRICTION****Water Use Restriction Bylaw No. 7784****Permit Fees**

Section 3.1

Description	Fee
New lawns or landscaping permit application fee	\$32.00

**SCHEDULE – WATERCOURSE PROTECTION AND CROSSING****Watercourse Protection and Crossing Bylaw No. 8441****Application Fees**

Description	Fee
<u>Culvert</u>	
Application Fee	\$313.00
City Design Option	\$1,041.00
Inspection Fee *	\$21.00
<i>*Per linear metre of culvert</i>	
<u>Bridge</u>	
Application Fee	\$105.00
Inspection Fee	\$209.00

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