

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1360-24**

**DEVELOPMENT FEES AND FINES**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, a municipality may establish fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;

AND WHEREAS, the City of Spruce Grove wishes to update its fees related to development processes;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

**1. BYLAW TITLE**

1.1 This bylaw is called the “Development Fees and Fines Bylaw”.

**2. DEFINITIONS**

2.1 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.2 “Director of Engineering” means the City’s Director of Engineering or designate.

2.3 “Director of Planning and Development” means the City’s Director of Planning and Development or designate.

2.4 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.

**3. DEVELOPMENT FEES AND FINES**

3.1 The development fees and fines are identified in Schedules “A” to “L”, attached to and forming part of this bylaw.

**4. SEVERABILITY**

4.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

**5. EFFECTIVE DATE**

5.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

**6. REPEAL OF BYLAW C-1268-23**

6.1 Bylaw C-1268-23 Development Fees and Fines and all associated amendments are hereby repealed.

First Reading Carried	28 October 2024
Second Reading Carried	28 October 2024
Third Reading Carried	<a href="#">Click here to enter a date.</a>
Date Signed	<a href="#">Click here to enter a date.</a>

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Mayor

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City Clerk

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE A: STATUTORY PLANS, DESIGN REPORTS AND BYLAWS

	2024 <i>(effective January 1, 2024)</i>	2025 <i>(effective January 1, 2025)</i>
<b>1.1 Municipal Development Plan</b>		
Amendment	\$5,250	\$5,355
<b>1.2 Area Structure and Redevelopment Plans</b>		
New application	\$8,035+\$250 per gross hectare	\$8,195+\$255 per gross hectare
Amendment (major)	\$8,035+\$250 per gross hectare	\$8,195+\$255 per gross hectare
Amendment (minor)	\$5,615	\$5,725

*The Director of Planning and Development shall determine if applications are considered major or minor in scope.*

#### **1.3 Land Use Bylaw**

Redistricting	\$4,690	\$4,785
Text amendment (major)	\$6,335	\$6,460
Text amendment (minor)	\$4,690	\$4,785
Direct control (new or amendment)	\$6,335	\$6,460

*Where a text amendment includes more than one new district, the major text amendment charge will apply to each new district.*

*The Director of Planning & Development shall determine if applications are considered major or minor in scope.*

#### **1.4 Other bylaws**

Road closure	\$3,290	\$3,355
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## 1.5 Revisions

### ***Milestones***

Substantial changes prior to circulation	30%	30%
Substantial changes after circulation but prior to 1st reading	75%	75%
Substantial changes after Public Hearing notification	85%	85%

*These fees apply to application changes initiated by the applicant for Statutory Plans and Planning Bylaws.*

*Changes required by Administration or Council will not require additional charges.*

*Determination of when additional charges shall be applied shall be made by the Director of Planning & Development.*

*Percentages are calculated based on the original application fee.*

## 1.6 Refunds

Application received, review not started	Full refund	Full refund
Review started	50% refund	50% refund
First reading passed	No refund	No refund

## 1.7 Additional Fees

### ***Process Guidance***

Pre-Application meeting	No charge	No charge
Pre-Application plans review	\$115/hour + GST, min two (2) hours	\$120/hour + GST, min two (2) hours

### ***Referral/Third party fees***

Edmonton Metropolitan Region Board	\$700	\$715
Third party review of technical report	\$515 + third party consultant cost	\$525 + third party consultant cost

### ***Advertising Costs***

1/4 page	\$345 + GST (per publication or week) per publication	\$345 + GST (per publication or week)
1/2 page	\$490 + GST (per publication or week) per publication	\$490 + GST (per publication or week)
Colour advertisement (added to applicable advertisement fee)	\$103 + GST (per publication or week) per publication	\$103 + GST (per publication or week)

### ***File maintenance***

One year from receipt of application, no first reading	\$1,000	\$1,000
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**CITY OF SPRUCE GROVE**  
**Development Fees and Fines Bylaw C-1360-24**

**SCHEDULE B: LAND DEVELOPMENT**

	<b>2024</b>	<b>2025</b>
	<i>(effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>
<b>2.1 Development Agreements</b>		
New Application - standard	\$5,305 + GST	\$5,410 + GST
New Application – minor	\$3,180 + GST	\$3,245 + GST
New Application – site servicing agreement		\$1,000 + GST
Amendment	\$2,070 + GST	\$2,110 + GST
Deferred	\$2,070 + GST	\$2,110 + GST
Assignment of Development Agreement	\$530 + GST	\$540 + GST
Inspection fee (per inspection)	\$2,650 + GST	\$2,705 + GST
Re-inspection fee	\$530 + GST	\$540 + GST
<b>2.2 Residential Subdivisions</b>		
<i>Single detached, semi-detached, duplex, row housing - street oriented</i>		
New application	\$980 + \$350 per lot	\$1,000 + \$355 per lot
Endorsement	\$400 per lot	\$410 per lot
<i>Multi-unit development project (row housing development, row housing - stacked, multi-unit dwelling)</i>		
New application	\$980 base + \$1,085 per lot	\$1,000 base + \$1,105 per lot
Endorsement	\$1,270 per lot	\$1,295 per lot

*Lot means fee simple lot or bareland condominium unit as well as reserve and public utility lots.*

### 2.3 Non-residential Subdivisions

New application	\$980 + \$1,085 per lot	\$1,000 + \$1,105 per lot
Endorsement	\$1,270 per lot	\$1,295 per lot

*Lot means fee simple lot or bareland condominium unit as well as reserve and public utility lots.*

*Non-residential subdivisions may consist of lots with a planned use of commercial, industrial, institutional, mixed use or lots with an urban reserve district.*

*Reserve/public utility lots will be subject to the same fees for single/semi-detached/duplex/row housing – street-oriented lots.*

### 2.4 Traditional condominium

Endorsement	\$40 per unit	\$40 per unit
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### 2.5 Revisions - Development Agreement

Redline drawing review	\$530 + GST	\$540 + GST
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*Revisions are changes to an application that is currently being processed.*

### 2.6 Revisions - Residential Subdivision

*Single Detached, Semi-detached, duplex, row housing - street-oriented milestones*

Prior to circulation	15% + \$310 for each additional lot	15% + \$315 for each additional lot
After circulation	75% + \$310 for each additional lot	75% + \$315 for each additional lot
Decision made – minor revisions prior to endorsement (Subdivision Authority Bylaw)	75% + \$310 for each additional lot	75% + \$315 for each additional lot
Decision made	New application required	New application required

*Multi-unit development project milestones (row housing development, row housing - stacked, multi-unit dwelling)*

Prior to circulation	15% + \$875 for each additional lot	15% + \$895 for each additional lot
After circulation	75% + \$875 for each additional lot	75% + \$895 for each additional lot
Decision made – minor revisions prior to endorsement (Subdivision Authority Bylaw)	75% + \$875 for each additional lot	75% + \$895 for each additional lot
Decision made	New application required	New application required

*Revisions are changes to an application that is currently being processed.  
Percentages are calculated based on the base fee of the original application fee.*

**2.7 Revisions - Non-residential Subdivision**

Prior to circulation	15% + \$875 for each additional lot	15% + \$895 for each additional lot
After circulation	75% + \$875 for each additional lot	75% + \$895 for each additional lot
Decision made	New application required	New application required
Decision made - minor revisions prior to endorsement (Subdivision Authority Bylaw)	75% + \$875 for each additional lot	75% + \$895 for each additional lot

*Revisions are changes to an application that is currently being processed.  
Percentages are calculated based on the base fee of the original application fee.*

**2.8 Refunds - Development Agreements**

***Milestone***

Application complete, review not started	Full refund	Full refund
Drawing review started	50% refund	50% refund
Development Agreement draft started	No refund	No refund

*Percentages are calculated based on the original application fee.*

**2.9 Refunds - Subdivisions**

***Milestone***

Application complete, review not started	Full refund	Full refund
Review started	50% refund	50% refund
Decision made	No refund	No refund

*Applications cancelled by request within 30 days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

**2.10 Appeals**

Appeal of Subdivision to Subdivision & Development Appeal Board	\$425	\$425
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*Subdivision and Development Appeal Board processes are managed through the City Clerk's office.*

**2.11 Additional Fees**

***Process Guidance***

Pre-Application meeting	No charge	No charge
Pre-Application plans review	\$115 per hour + GST, minimum two (2) hours	\$120 per hour + GST, minimum two (2) hours

**Extensions**

Extension to Development Agreement	\$530 + GST	\$540 + GST
Extension to conditional subdivision approval	\$530 + GST	\$540 + GST
Extension to subdivision endorsement period	\$530 + GST	\$540 + GST

**Referral/Third Party Fees**

Legal Review of Development Agreement	Third party consultant cost	Third party consultant cost
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**Registrations**

Postponement/discharge of caveat document execution	\$85 + GST	\$90 + GST
Postponement/discharge of caveat execution requiring solicitor review	\$185 + GST	\$190 + GST
Preparation of Amending Agreements, Utility Rights-of-Way, Easements, Encroachments, Licence to Occupy and associated documents for registration	\$375 + GST	\$405 + GST
Registration Costs		\$45.00

**Other**

Street Name Change	\$450 + GST	\$460 + GST
Address Change (per address)	\$295 + GST	\$300 + GST

*Payment of fees is due within two weeks of application deemed complete.*



## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE C: DEVELOPMENT PERMITS

	<b>2024</b>	<b>2025</b>
	<i>(effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>
<b>3.1 Residential Development</b>		
<b><i>New construction</i></b>		
Single detached, semi-detached, duplex, row housing	\$220 per unit	\$225 per unit
Multi-unit development project on a single lot	\$320 + \$115 per unit	\$325 + \$120 per unit
Show home	\$220 per unit + notification	\$225 per unit + notification
Show home (unregistered lot)	\$400 per unit + notification	\$410 per unit + notification
Manufactured home	\$220 per unit	\$225 per unit
Manufactured home park, campground development	\$320 + \$110 per unit	\$325 + \$115 per unit
<b><i>Demolition</i></b>		
Demolition	\$110	\$115
<b><i>Use/Change of Use</i></b>		
Discretionary use (secondary suite, show home, home occupation, garden suite, garage suite, etc)	\$190 + notification	\$195 + notification
Show home conversion to residential occupancy	\$90 per unit	\$95 per unit
<b><i>Variations</i></b>		
Variance (separate from approval)	\$165 + notification	\$170 + notification
Variance (processed with associated development permit)	\$90 + notification	\$95 + notification

**Additions/Alterations/Accessory Structures**

Addition/Alteration/ Accessory structure	\$90	\$95
Fence, linear and other structure	\$120	\$125
Buildings Accessory to the use of the Manufactured Home within the Manufactured Home Court district	\$90	\$95
Buildings Accessory to the use of the Manufactured Home Court and Campground	\$280 + \$1.40 per square meter + notification	\$285 + \$1.45 per square meter + notification

**3.2 Non-residential Development**

**New Construction**

New construction	\$280 + \$1.40 per square meter	\$285 + \$1.45 per square meter
New cannabis sales or cannabis production facility	\$810 + \$1.40 per square meter	\$825 + \$1.45 per square meter

**Demolition**

Demolition	\$215	\$220
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**Use/Change of Use/Intensification of Use**

Change of occupancy or use	\$270	\$275
Change of occupancy or use - Cannabis sales or production facility	\$805	\$820
Temporary use		
Up to sixty (60) days	\$160	\$165
Up to six (6) months	\$215	\$220
Up to twelve (12) months	\$295	\$300

*If deemed discretionary use, notification applies*

**Variances**

Variance (separate from approval)	\$280 + notification	\$285 + notification
Variance (processed with associated development permit)	\$140 + notification	\$145 + notification

**Additions/Alterations/Accessory Structures**

Accessory structure	\$280 + \$1.40 per square meter + notification	\$285 + \$1.45 per square meter + notification
Addition/Alteration	\$280 + \$1.40 per square meter	\$285 + \$1.45 per square meter
Fence, linear and other structure	\$280	\$285

### 3.3 Signs

Permanent (includes digital)	\$170	\$175
Temporary	\$35/30 days for the first 90 days and \$20/30 days thereafter	\$40/30 days for the first 90 days and \$20/30 days thereafter
Billboard	\$170 + notification	\$175 + notification
Balloon	\$35/30 days for the first 90 days and \$20/30 days thereafter + notification	\$40/30 days for the first 90 days and \$20/30 days thereafter + notification

### 3.4 Soil Processing

Excavation and topsoil stripping (not including processing)	\$530 + notification	\$540 + notification
Topsoil stripping with onsite processing	\$640 + notification	\$655 + notification

### 3.5 Revisions

#### **Milestones**

Review started, no decision made	50% of application fee	50% of application fee
Decision made	New application or 50% of original application fee	New application or 50% of original application fee

*When a request is made, the Development Officer will review the resubmission and determine the required fees.*

### 3.6 Refunds

Review started, no decision made	50% refund	50% refund
Decision made	No refund	No refund

*When a request is made, the Development Officer will review the resubmission and determine the required fees.*

### 3.7 Appeals to Subdivision & Development Appeal Board

Development permit or application completion decision	\$200	\$200
Stop Order	\$425	\$425

*Subdivision and Development Appeal Board processes are managed through the City Clerk's office.*

### 3.8 Additional Fees

#### **Process Guidance**

Pre-Application Meeting	No charge	No charge
Pre-Application Plans Review	\$115 per hour + GST, minimum two (2) hours	\$120 per hour + GST, minimum two (2) hours

**Amendments/Extensions**

Amendment of development permit (review underway)	50% of original application fee	50% of original application fee
Amendment of development permit – minor revisions (decision has been made)	\$200	\$205
Amendment of development permit - major (decision has been made)	New application required	New application required
Extension of development permit approval	50% of original application fee	50% of original application fee

*Development Officer shall determine if amendments are considered major or minor in scope.*

**Other**

Notification	\$100 + GST	\$100 + GST
Show Home Agreement	\$1,060 + GST	\$1,080 + GST
Telecommunication Tower Review	\$2,650 + GST	\$2,705 + GST
Cash-in-lieu of Parking (per requested parking stall as per Land Use Bylaw)	\$21,215 + GST	\$21,640 + GST

*Payment of fees is due within two weeks of application deemed complete.*

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE D: CONSTRUCTION - BUILDING PERMITS

	2024 <i>(effective January 1, 2024)</i>	2025 <i>(effective January 1, 2025)</i>
<b>4.1 Residential - New Construction</b>		
New building (1-4 units)	\$7.50 per square meter for all floors above grade, including attached garage	\$7.65 per square meter for all floors above grade, including attached garage
New building (5 or more units)	\$10.00 per \$1,000 construction value	\$10.20 per \$1,000 construction value
Basement Development	\$3.75 per square meter	\$3.85 per square meter
Secondary Suite	\$4.25 per square meter	\$4.35 per square meter
Manufactured home including relocation	\$215 per unit	\$220 per unit
<b>4.2 Residential - Additions/Alterations/Accessory Structure</b>		
Renovation, addition, manufactured home addition	\$7.50 per square meter for all floors	\$7.65 per square meter for all floors
Accessory building or detached garage	\$5.75 per square meter, minimum \$215	\$5.90 per square meter, minimum \$220
Deck or similar minor accessory structure, hot tub, fireplace	\$150	\$150
<b>4.3 Non-Residential - New Construction</b>		
New building	\$10.00 per \$1,000 of construction value	\$10.20 per \$1,000 of construction value
Foundation only	\$10.00 per \$1,000 of construction value	\$10.20 per \$1,000 of construction value
<p><i>The Safety Codes Officer may place a market value of the work being undertaken for the purpose of determining the permit fee (Division C Article 2.2.10.2)</i></p> <p><i>Non-residential construction includes commercial, industrial, institutional, and mixed-use projects</i></p>		
<b>4.4 Non-Residential - Additions/Alterations/Accessory Structures</b>		
Addition, renovation, accessory building/structure	\$10.00 per \$1,000 of construction value	\$10.20 per \$1,000 of construction value
<p><i>Non-residential construction includes commercial, industrial, institutional, and mixed-use projects</i></p>		

#### 4.5 Construction Water & Connection

Construction water	10% of building permit fee per unit	10% of building permit fee per unit
Water & Sewer Connection	\$150 per unit	\$150 per unit
Water Meter Fee	Based upon meter per unit set by City of Spruce Grove	Based upon meter per unit set by City of Spruce Grove

#### 4.6 Demolition

Demolition	\$215	\$220
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#### 4.7 Revisions

Revision following issuance	\$215	\$220
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#### 4.8 Refunds

##### **Milestones**

Pre-screen completed		70% refund
Permit issued, no work has started	35% refund	25% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

#### 4.9 Additional Fees

##### **Levies/Surcharges (in addition to permit fees)**

Safety Codes Council Levy	4% of permit fee Min \$4.50 Max \$560	4% of permit fee Min \$4.50 Max \$560
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*Levies as established by Safety Codes Council, subject to change*

Fire Inspection surcharge	10% of Building permit fee (exempt: deck or similar minor accessory structure, fireplace, etc)	10% of Building permit fee (exempt: deck or similar minor accessory structure, fireplace, etc)
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##### **Process Guidance**

Pre-Application Plans Review	\$115 per building + GST, minimum of two (2) hours	\$120 per building + GST, minimum of two (2) hours
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##### **Alternate Solutions**

Review of alternative solution proposal	\$115 per hour + GST, minimum of two (2) hours	\$120 per hour + GST, minimum of two (2) hours
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**Re-Inspections**

Re-inspection fee	\$205	\$210
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*Re-inspection fees are applicable at the discretion of the Safety Codes Officer*

**Extensions**

Extension	50%, minimum \$75	50%, minimum \$80
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**Other**

Minimum Building Permit Fee	\$150	\$155
Transfer of permit to a new owner	\$215	\$220

*Payment of fees is due within two weeks of application deemed complete.*

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

### SCHEDULE E: CONSTRUCTION - ELECTRICAL

	2024	2025
	<i>(effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>

#### 5.1 Residential - New Construction

##### *New construction (per unit)*

0 to 232.2 square meters	\$215 per unit	\$220 per unit
Greater than 232.2 square meters	\$295 per unit	\$300 per unit

*Calculations are based on floor area of each unit including attached garage.*

##### **Existing**

The same calculation as for Non-Residential/Multi-Unit Residential applies

##### **Basement Development**

Basement Development wiring	\$135	\$138
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##### **Single outlet**

Appliance installation or replacement involving a single outlet, or similar retrofitting for one outlet (including hot tubs)	\$135	\$138
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#### 5.2 Non-Residential & Multi-Unit Residential

\$2,000 or less installation cost	\$135	\$138
\$2,000.01 to \$5,000 installation cost	\$135 + \$0.021 per \$1.00 installation cost	\$138 + \$0.0214 per \$1.00 installation cost
\$5,000.01 to \$10,000 installation cost	\$240 + \$0.016 per \$1.00 installation cost over \$5,000	\$245 + \$0.0164 per \$1.00 installation cost over \$5,000
\$10,000.01 to \$50,000 installation cost	\$320 + \$0.00575 per \$1.00 installation cost over \$10,000	\$327 + \$0.00587 per \$1.00 installation cost over \$10,000
\$50,000.01 to \$200,000 installation cost	\$550 + \$0.0055 per \$1.00 installation cost over \$50,000	\$562 + \$0.0056 per \$1.00 installation cost over \$50,000
\$200,000.01 and above installation cost	\$1,375 + \$0.0032 per \$1.00 installation cost over \$200,000	\$1,405 + \$0.0033 per \$1.00 installation cost over \$200,000



*Fees are calculated based on the installation cost per unit*

**Underground/Service Connection**

Underground installation	\$110	\$115
Service connection	\$110	\$115

**5.3 Revisions**

Revision following issuance	\$215	\$50
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**5.4 Refunds**

**Milestones**

Pre-screen completed		70% refund
Permit issued, no work has started	35% refund	25% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

**5.5 Additional Fees**

**Levies/Surcharges (in addition to permit fees)**

Safety Codes Council Levy	4% of permit fee Min \$4.50 Max \$560	4% of permit fee Min \$4.50 Max \$560
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*Levies as established by Safety Codes Council, subject to change*

**Alternate Solutions**

Review of alternative solution proposal	\$115 per hour, minimum of two (2) hours	\$120 per hour, minimum of two (2) hours
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**Re-Inspections**

Re-inspection fee	\$205	\$210
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*Re-inspection fees are applicable at the discretion of the Safety Codes Officer*

**Extensions**

Extension	50%, minimum \$75	50%, minimum \$80
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**Other**

Transfer of permit to a new owner	\$215	\$220
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Payment of fees is due within two weeks of application deemed complete.

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE F: CONSTRUCTION - PLUMBING AND GAS

	2024	2025
	<i>(effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>
<b>6.1 Plumbing - Multiple fixture</b>		
Up to five (5) fixtures per unit	\$135	\$138
More than five (5) fixtures per unit	\$135 + \$6.10/fixture over five (5)	\$138 + \$6.20/fixture over five (5)
<b>6.2 Plumbing - Single fixture</b>		
New appliance, appliance replacement or similar retrofitting involving one fixture	\$110	\$115
<b>6.3 Gas - Residential</b>		
Up to three (3) outlets per unit	\$135	\$138
More than three (3) outlets per unit	\$160	\$165
New appliance, appliance replacement or similar retrofitting involving one outlet	\$110	\$115
<b>6.4 Gas - Non-Residential &amp; Multi-Unit Residential</b>		
Up to 200,000 BTU	\$0.001 per BTU, minimum \$135	\$0.001 per BTU, minimum \$138
200,001 to 400,000 BTU	\$200 + \$0.00025 per BTU over 200,000	\$205 + \$0.00025 per BTU over 200,000
400,001 to 1,000,000 BTU	\$250 + \$0.0002 per BTU over 400,000	\$255 + \$0.000205 per BTU over 400,000
Over 1,000,000 BTU	\$370 + \$0.0001 per BTU over 1,000,000	\$378 + \$0.000102 per BTU over 1,000,000
<b>6.5 Gas - Temporary Installations</b>		

Temporary propane/natural gas construction heater (includes tank set)	\$110	\$115
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#### 6.6 Refill Centre

Refill centre (propane)	\$305	\$310
Propane Tank (new or replacement)	\$110	\$115
Service line from tank to building	No charge	No charge
Vaporizer	No charge	No charge

#### 6.7 Revisions

Revision following issuance	\$215	\$50
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#### 6.8 Refunds

##### ***Milestones***

Pre-screen completed		70% refund
Permit issued, no work has started	35% refund	25% refund
Work started, inspection have occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

#### 6.9 Additional Fees

##### ***Levies/Surcharges (in addition to permit fees)***

Safety Codes Council Levy	4% of permit fee Min \$4.50 Max \$560	4% of permit fee Min \$4.50 Max \$560
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*Levies as established by Safety Codes Council, subject to change*

##### ***Process Guidance***

Pre-Application Plans Review	\$115 per building + GST, minimum of two (2) hours	\$120 per building + GST, minimum of two (2) hours
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##### ***Alternate Solutions***

Review of alternative solution proposal	\$115 per hour, minimum of two (2) hours	\$120 per hour, minimum of two (2) hours
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##### ***Re-Inspections***

Re-inspection fee	\$205	\$210
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*Re-inspection fees are applicable at the discretion of the Safety Codes Officer*

**Extensions**

Extension	50%, minimum \$75	50%, minimum \$80
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**Other**

Transfer of permit to a new owner	\$215	\$220
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*Payment of fees is due within two weeks of application deemed complete.*

**CITY OF SPRUCE GROVE**

**Development Fees and Fines Bylaw C-1360-24**

**SCHEDULE G: CONSTRUCTION - LOT GRADING**

	2024	2025
	<i>(effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>
<b>7.1 New Residential</b>		
<b><i>Single-detached, semi-detached, duplex, row housing</i></b>		
New Application	\$175	\$180
Performance Damage Agreement Deposit	\$2,500	\$2,500
<b><i>Multi-unit development on a single lot</i></b>		
New Application	\$265 per ha + \$55 per unit	\$270 per ha + \$55 per unit
Performance Damage Agreement Deposit	\$5,000	\$5,000
<b>7.2 New Non-Residential</b>		
New Application	\$320 per ha, minimum \$320	\$325 per ha, minimum \$325
Performance Damage Agreement Deposit	\$5,000	\$5,000
<i>Non-Residential lots include commercial, industrial, institutional, and mixed use</i>		
<b>7.3 Revisions</b>		
Revision following issuance	\$215	\$220
<b>7.4 Refunds</b>		

**Milestones**

Permit issued, no work has started	35% refund	35% refund
Work started, inspection has occurred or permit has expired (with or without inspections)	No refund	No refund

*Permits or applications cancelled by request of the applicant within thirty (30) days of the application date may be subject to a refund based on the status of the individual item.*

*Percentages are calculated based on the original application fee.*

**7.5 Additional Fees**

**Re-Inspections**

Re-inspection fee (Single-detached, semi-detached, duplex, row housing)	Same as application fee + GST	Same as application fee + GST
Re-inspection fee (Multi-unit development on a single lot)	\$320 + GST	Same as application fee + GST
Re-inspection fee (Non-residential)	\$320 + GST	Same as application fee + GST

**Extensions**

Extension	50%, minimum \$75	50%, minimum \$80
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## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE H: INFRASTRUCTURE USE

	<b>2024</b>	<b>2025</b>
	<i>(Effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>
<b>8.1 Infrastructure Use Permits</b>		
Infrastructure Use - ICAP	\$60	\$65 + GST
Infrastructure Use – Driveway Extensions		\$175 + GST
Infrastructure Use – Storage/Waste Containers	\$30 + GST	\$35 + GST
<b>8.2 Infrastructure Use Permits – One Time Per Owner</b>		
Infrastructure Use – Boulevard Gardens		\$65 + GST
<b>8.3 Street Vending Permit (through the Traffic Bylaw)</b>		
1 Week	\$25	\$30
1 Month	\$50	\$55
4 Month	\$75	\$80
6 Month	\$100	\$105
<b>8.4 Revisions</b>		
Applications of these types cannot be revised		
<b>8.5 Refunds</b>		
Applications of these types are non-refundable		
<b>8.6 Additional Fees</b>		
Re-inspection fee (driveway extensions)	Same as application fee + GST	Same as application fee + GST

**CITY OF SPRUCE GROVE**  
**Development Fees and Fines Bylaw C-1360-24**

**SCHEDULE I: LICENCES**

	<b>2024</b>	<b>2025</b>
	<i>(effective January 1, 2024)</i>	<i>(effective January 1, 2025)</i>
<b>9.1 Local Businesses</b>		
Annual fee	\$270	\$270
Change of location	\$270	\$270
<i>Resident businesses are subject to a one-time business licence fee, as long as the licence is renewed annually in accordance with the timelines and processes specified in the City's Business Licence Bylaw.</i>		
<b>9.2 Non-Local Businesses</b>		
Annual fee	\$440	\$440
Annual fee (after September 1)	\$220	\$220
<b>9.2.1 Parkland County Businesses</b>		
Annual fee	\$150	\$150
<b>9.3 Temporary Businesses and Mobile Vending Businesses</b>		
1 Month	\$60	\$60
3 Month	\$100	\$100
6 Month	\$200	\$200
6 Month Intermunicipal	\$300	\$300
<b>9.4 Hen Keeping Licences</b>		
Fee	\$50	\$50
<i>Residents with Hen Keeping Licences are subject to a one-time hen keeping license fee, as long as the licence is renewed annually in accordance with the timelines and processes specified in the Hens Bylaw.</i>		
<b>9.5 Charitable/Non-profit Organizations</b>		
Annual fee	No charge with proof of non-profit status	No charge with proof of non-profit status
<b>9.6 Revisions</b>		
Applications of these types cannot be revised		
<b>9.7 Refunds</b>		
<b><i>Milestones</i></b>		
Application reviewed and accepted (Local)	Full refund	35% refund

Application reviewed and accepted  
(Non-local)

75% refund

**9.8 Appeals**

Business Licence decision

\$135

\$135

Hen Keeping Licence

\$135



## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE J: COMPLIANCE AND PROPERTY INFORMATION REQUESTS

	2024 <i>(effective January 1, 2024)</i>	2025 <i>(effective January 1, 2025)</i>
<b>10.1 Residential Compliance</b>		
Three (3) day processing	\$320 + GST	\$325 + GST
Ten (10) day processing	\$160 + GST	\$165 + GST
<b>10.2 Non-Residential Compliance</b>		
Three (3) day processing	\$530 + GST	\$650 + GST
Ten (10) day processing	\$265 + GST	\$350 + GST
<b>10.3 Property Information Requests</b>		
Property File: Commercial, Industrial, Multi-Unit, Institutional		\$300 + GST
Property File: Residential		\$120 + GST
Documents <i>(records can include: Real Property Reports, Development Permits, Safety Codes Permits, Compliance Certificate)</i>		\$25/document + GST
Building Plans: Commercial, Industrial, Multi-Unit, Institutional		\$125 + GST
Building Plans: Residential		\$75 + GST
<i>Copyright building plans requests must be submitted as a FOIP request</i>		
Additional Records		\$25/document + GST
Address Maps		\$35 + GST
<b>10.4 Revisions</b>		
Applications of these types cannot be revised		
<b>10.5 Refunds</b>		
<i>The refund amount will be evaluated by the Director of Planning &amp; Development based on the work that was already completed when the City was made aware of the cancellation request by the applicant.</i>		
<b>10.6 Additional Fees</b>		

Compliance Certificate Update

50% of the  
applicable fee  
+ GST

50% of the applicable  
fee + GST

**Development Fees and Fines Bylaw C-1360-24**

**SCHEDULE K: PENALTIES & FINES – SAFETY CODES PERMIT  
VIOLATIONS**

Offence	Fine Amount		
	First Offence	Second Offence	Third Offence
Failure to secure required Safety Codes permits prior to the start of construction/installation	All fees are doubled		
Occupying prior to issuance of Occupancy Certificate	\$510	\$1020	\$3060
Verification of Compliance submission violations	\$510	\$1020	\$3060 + privileges revoked

## CITY OF SPRUCE GROVE

### Development Fees and Fines Bylaw C-1360-24

#### SCHEDULE L: PENALTIES & FINES - BUSINESS LICENCE VIOLATIONS

Offence	Relevant Section of the Business Licence Bylaw (C-1284-23)	Penalty Amount	
		First Offence	Subsequent Offence
Commencing business operations without a valid Business Licence	14.1	\$500.00	\$1000.00
Failure to display a valid Business Licence	14.1	\$50.00	\$250.00
Continuing business activity after the Business Licence has been suspended or cancelled	14.1	\$500.00	\$1000.00
Non-compliance with conditions of Business Licence	14.1	\$100.00	\$200.00