



Building Permit Returnable Fee

This form must be completed and submitted to the Building Standards when providing the Returnable Fee

On October 29, 2024, the City of Vaughan Council enacted Building By-law 168-2024 which replaces the previously existing security deposit requirement with a Returnable Fee requirement. The Returnable Fee is meant to assist in closing the building permit and may be used if Building Standards Department staff expend time and resources in dealing with an unresponsive or uncooperative permit owner when trying to have the building permit closed. More information regarding the collection, return, and potential use of the Returnable Fee can be found in Building By-law 168-2024.

The following sets out the applicable Returnable Fee based on the type of construction that is required to be submitted to the Building Standards Department with the Building Permit application:

Type of Construction	Returnable Fee
Residential Construction – New Single Detached Dwelling, Semi-Detached Dwelling, or Townhouse	\$5,000.00
Residential Construction – Additions to Single Detached Dwelling, /Semi-Detached Dwelling, or Townhouse	\$2,500.00
Residential Construction – Alterations or Secondary Suites to Single Detached Dwelling, Semi-Detached dwelling, or Townhouse	\$2,500.00 or maximum building permit fee, if lesser
Residential Construction – Accessory Structures (shed, deck cabana, garage) to Single Detached Dwelling, Semi-Detached Dwelling, or Townhouse	\$500.00 or maximum building permit fee, if lesser
Non-Residential Construction – New Industrial/ Commercial/Institutional Buildings, or Residential Buildings not noted above	\$10.00 per m ² to max. \$50,000.00
Non-Residential Construction – Additions to Industrial/ Commercial/Institutional Buildings, or Residential Buildings not noted above	\$10.00 per m ² to max. \$25,000.00
Non-Residential Construction – Alterations or Accessory Structures to Industrial/ Commercial/Institutional Buildings, or Residential Buildings not noted above	\$5,000.00

Returnable Fees submitted to the City must be in the form of a Letter of Credit (from the following financial institutions: Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank of Canada, TD Canada Trust, or National Bank - any other financial institution must be approved by the Director of Financial Planning and Development Finance), Certified Cheque, Bank Draft or Money Order. The City is willing to accept credit card payments where the Returnable Fee is \$10,000.00 or less. All methods of payment must clearly indicate who the funds that are satisfying the Returnable Fee requirement belong to.

Should you have any questions respecting the new permit application requirements please contact our front counter staff at (905) 832-8510.

A. Project Information	
Building Permit Number:	
Property Address	Unit number
Municipality City of Vaughan	Postal Code

B. Returnable Fee Provider		Registered Property Owner	Lessee (Tenant) (Proof of Lease/Tenancy Required)	
		Agent of Registered Property Owner	Other _____	
Last name	First name	Corporation or partnership		
Street address			Unit number	
Municipality	Postal code	Province	E-mail	
Telephone number		Cell number		
C. Returnable Fee				
Type of Construction		Amount of Returnable Fee		
		\$		
D. Declaration of Returnable Fee Provider				
<p>I _____, hereby</p> <p style="text-align: center;">Name of Permit Owner (please print)</p> <p>covenant that the Returnable Fee provided for the above noted building permit number are funds belonging to me. I acknowledge and agree that the Returnable Fee (or portion thereof) that is returnable, will be returned to me, unless directed otherwise by me in writing, or as determined by the Chief Building Official, in its sole discretion, that it should be dealt with differently.</p> <p>I acknowledge and agree that I have read and understand Building By-law 168-2024 as it pertains to the Returnable Fee, when it is collected, returned, and possibly drawn on by the City and I agree to those provisions in the Building By-law.</p> <p>I acknowledge and agree that if I am <u>not</u> the registered owner or lessee of the subject property and I have provided the Returnable Fee, there is a risk that this may result in a dispute between myself and the registered owner or lessee over having the building permit closed and the Returnable Fee returned, and I accept that risk. I further acknowledge and agree that the City will not get involved in any dispute between myself and the registered owner or lessee of the subject property with respect to the Returnable Fee.</p> <p>I acknowledge and agree that I am not entitled to, nor will I receive, any interest on the Returnable Fee and that any Returnable Fee (or portion thereof) that is returnable to me will be returned in the form of a cheque unless the Returnable Fee was provided as a Letter of Credit.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Returnable Fee Provider</p> <p style="text-align: center;">Print/Type Name: _____</p> <p style="text-align: center;">If the Returnable Fee Provider is a corporation, I have the authority to bind the corporation</p>				