


Application Information:

Two sets of drawings are required. Once reviewed, one set will be returned to the applicant and the other set will be retained by the Building Dept. The applicant shall submit complete and detailed drawings that include:

- A plot plan showing the location of the building to all property lines and other structures on the property.
- Construction drawings that include a foundation plan, floor plan, detailed cross section, and complete elevations.

Additional Required Approvals or Clearances:

- If the development falls within an ERCA regulated zone, please contact the Essex Region Conservation Authority at 519-776-5209.
- If development abuts a County Road, you must obtain an Access and Setback Permit from the County of Essex at 519-776-6441.

|  2023 Town of Essex Construction and Demolition Permit Fee's | | | |
|--|--|-----------------|--|
| | Description | Unit | Fee |
| Class A & B- Assembly and Institutional | Assembly and Institutional | Per square foot | \$1.90 |
| Class C- Residential | All finished floors | Per square foot | \$1.27 |
| | Unfinished floors | Per square foot | \$1.27 |
| | Decks, porch, shed | Per permit | \$107.14 |
| | Accessory structure | Per square foot | \$0.36 |
| | House moving | Each | \$669.62 |
| | Fence | Flat fee | \$71.43 |
| | Above ground pool | Flat fee | \$71.43 |
| | Inground Pool | Flat fee | \$142.85 |
| | Renovations | Per square foot | \$0.84 |
| Class D & E- Office & Mercantile | Office and Mercantile | Per square foot | \$1.13 |
| | Renovations/Tenant Improvement | Per square foot | \$0.62 |
| Class F- Industrial | Industrial Office area | Per square foot | \$1.13 |
| | Industrial Plant area | Per square foot | \$0.80 |
| | Renovations | Per square foot | \$0.62 |
| Agricultural | Pole Barns | Per square foot | \$0.28 |
| | Accessory Agricultural | Per square foot | \$0.33 |
| | Greenhouses | Per square foot | \$0.25 per square foot for first 2,500 sq.ft. Plus \$0.01 on balance |
| | Farm Building Renovation | Per square foot | \$0.28 |
| Plumbing | New Construction | Per unit | \$684.00 each |
| | Plumbing Renovations | Per fixture | \$16.74, Min of \$71.43 |
| | Backwater valve | Per Unit | \$107.14 |
| On Site Sewage System | Sewage Septic System- Class 4 systems | Per Unit | \$861.58 |
| | Tertiary System | Per Unit | \$948.63 |
| | Septic Repairs- to Existing System | Per Unit | \$433.02 |
| | Reviews and Assessments | Per review | \$107.14 |
| Demolition | Residential | Per square foot | \$0.35 Min. \$142.85 |
| | Non Residential | Per square foot | \$0.47 Min. \$142.85 |
| General Building Fees | 911 Sign | Per Unit | \$71.43 |
| | Tents | Per Unit | \$107.14 |
| | Transfer of permit- Residential | Each | \$71.43 |
| | Transfer of permit- Non- Residential | Each | \$142.85 |
| | Solar Panel- Residential | Each | \$71.43 |
| | Solar Panel- Non- Residential | Each | \$142.85 |
| | Entrance permit | Each | \$208.80 |
| | Lawyer letters | Per letter | \$71.43 |
| | Change of use permit | Per hour | \$71.42 Plus \$71.42/hr over 1 hr |
| | Revised Plan Review | Per review | Min \$214.28 plus \$71.43/hr over 3 hrs |
| | Construction Started without a Permit | | 150% of the permit fee |
| | Construction Finished without a Permit | | 200% of the permit fee |
| Certificates | Building/ Zoning | Each | \$71.43 |
| | Public Works | Each | \$71.43 |
| | Part 8 (Septic) | Each | \$71.43 |
| | Occupancy Permit | Each | \$71.43 |
| | LCBO Report & Occupant Load Calculations | Each | \$142.85 |
| Inspections | Storm/ Sanitary Sewer Inspection | Per Unit | \$107.14 |
| | Septic Inspection | Per Inspection | \$107.14 |
| | Inspection fee- Incomplete not ready for inspection | Per Inspection | \$71.43 |
| | Inspections for Ontario Renovate Program | Per Inspection | \$142.85 |
| | Miscellaneous inspection fees not listed above | Each | \$107.14 |
| | Re-inspection- inspection booked, but work incomplete | Each | \$142.85 |
| Minimum Permit Fee | Minimum permit fee for all projects not specifically listed above | Each | Min. \$141.11 |
| | Building permit fees for all projects not specifically noted above | Each | \$13.95 per \$1000.00 construction |
| Credit Card Fee | Cloud permitting transaction credit card fee | Each | 3% |
| Indemnity Deposits | | | |
| Residential/Agriculture | New, Addition, Demolition | Each | \$1,116.00 |
| | Driveway approach | Each | \$1,116.00 |
| | Accessory, Pools, Renovations | Each | \$558.00 |
| | Agricultural Structure | Each | \$279.00 |
| | Mobile Homes | Each | \$279.00 |
| Commercial/Industrial | New, Addition, Demolition | Each | \$1,674.00 |
| | Sign, Renovations | Each | \$578.00 |