

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** *(except where noted)*  
**Schedule A**  
**Administrative Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

<b>Service</b>	<b>Fee Basis</b>	<b>2025 Fee</b>	<b>Tax</b>
Photocopies	Per Page	\$ 0.20	1
Commissioning of Documents - Residents	Per Document	\$ 23.00	1
Commissioning of Documents - Non-residents	Per Document	\$ 29.00	1
MFIPPA Application Fee	Per Application	\$ 5.00	2
MFIPPA Other Fees	Actual Cost	As per Ontario Regulation 823	2
Transfer of Electronic Documents (USB, Email)	Per Document	\$ 10.00	1
Code of Conduct Complaint (refundable on recommendation of Integrity Commissioner)	Per Filing	\$ 125.00	2
Election Nomination Fee - Mayor	Per Nomination	\$ 200.00	2
Election Nomination Fee - Deputy Mayor/Councillor	Per Nomination	\$ 100.00	2
Administrative Charge for Subrogated Loss Program	Per Claim	\$ 155.00	1
Town Pins	Per Pin	\$ 2.00	1
Town Flags	Per Flag	\$ 78.00	1
Town Maps (Large)	Per Map	\$ 10.00	1

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule B**  
**Building Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>General Building Fees</b>			
Minimum Building Permit Fee	Per Permit	\$ 160.00	2
Lawyers Letter-Legal property information requests	Per letter	\$ 91.00	2
Business Licence Inspection	Per inspection	\$ 90.00	2
Liquor Licence Review	Per review	\$ 120.00	2
911 addressing in rural area	Per Sq Ft	\$ 96.00	2
Change of Use Permit	Per Sq Ft	\$ 180.00	2
Change of Address	Per Permit	\$ 298.00	2
Transfer of Permit	Per Permit	\$ 118.00	2
Conditional Permits	Per Permit	\$ 1,000.00	2
Inspection fee-work incomplete not ready for inspection	Per inspection	\$ 84.00	2
Inspections outside normal working hours (minimum 2 hour charge)	Per hour Per inspection	\$ 118.00	2
Inspections for other agencies (Rent tribunal, Ontario Renovates)	Per inspection	\$ 240.00	2
Additional work request (inspections, cursory plan review etc.)	Per hour	\$ 84.00	2
Construction started without permit	Per application	25% of Permit Fee	2
Construction completed without permit	Per application	Double the Applicable Fee	2
Building permit revoked	Per Permit	no refund	2
Building permit withdrawn or cancelled by owner	Per Permit	25% of Permit Fee	2

<b>Residential Construction Permit-Group C</b>			
Minimum Residential Permit Fee	Per Permit	\$ 1,200.00	2
Single Family Dwelling-above grade level	Per sq. ft.	\$ 1.35	2
Semi-Detached, Duplex, Triplex, Townhomes-above grade level	Per sq. ft.	\$ 1.35	2
Multi-Unit Dwelling-Condominium, Apartments	Per sq. ft.	\$ 1.35	2
Basement new construction (foundation)	Per sq. ft.	\$ 0.30	2
Finished basement after new construction	Per sq. ft.	\$ 0.70	2
Secondary Units-within existing dwelling	Per sq. ft.	\$ 1.35	2
Secondary Units-within dwelling	Per sq. ft.	\$ 1.35	2
Secondary Units-with in existing accessory structure	Per sq. ft.	\$ 1.25	2
Secondary Units-with in a new accessory structure	Per sq. ft.	\$ 1.35	2
Accessory structure (garage, sheds)	Per sq. ft.	\$ 0.60	2
Residential additions / Renovations	Per \$1,000 of Construction Value	\$ 15.00	2
Decks / Porches	Per sq. ft. (min \$200)	\$1.05 / sq.ft (\$200 minimum)	2
Gazebos	Per Permit	\$ 180.00	2

<b>Assembly Occupancy Group 'A' 'B' 'D' 'E' 'F'</b>			
Building Shell Only	Per sq. ft.	\$ 1.30	2

<b>Interior Finishing - Tenant Fit Up</b>			
Group A, B, D, E, F where permit has been issued for the building shell only, separate tenant fit up permit will be required	Per sq. ft.	\$ 0.70	2

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**Schedule B**  
**Building Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Greenhoused and Farm Buildings</b>			
Barns-new and additions (G1, G2 Occupancy)	Per sq. ft.	\$ 0.40	2
Greenhouse (G3 Occupancy)	Per sq. ft.	\$ 0.05	2
For all other ancillary uses other than greenhouse or barn	Per \$1,000 of Construction Value	\$ 15.00	2

<b>Projects not listed in Schedule</b>			
Projects not listed within this schedule will be based on project construction value	Per \$1,000 of Construction Value	\$ 15.00	2

<b>Plumbing-Residential</b>			
Single Detached, Semi Detached, Townhomes	Per unit	\$ 241.00	2
Multi Unit	Per unit	\$ 152.00	2
Renovations, Additions, Secondary Units	Per Permit	\$106 + \$15.00/fixture	2
Backwater valve	Per Permit	\$ 83.00	2
Sump pump overflow / Foundation Drain Disconnect (Sump Pit)	Per Permit	\$ 55.00	2
Installation of new sanitary or storm sewer for single family, Semi Detached or Townhome units	each	\$ 122.00	2
Lateral sewer connection to existing house	each	\$ 167.00	2

<b>Plumbing-Non Residential</b>			
Site Servicing Storm (additional fees for catch basin and manholes)	Per sq.ft. (minimum \$180.00)	\$1.02 / sq.ft (\$180 minimum)	2
Site Servicing Sanitary (additional fees for catch basin and manholes)	Per sq.ft. (minimum \$180.00)	\$1.02 / sq.ft (\$180 minimum)	2
Internal Plumbing	Per application	\$132 + \$15.00/fixture	2
Backflow	Per application	\$ 77.00	2
Catch basin / manholes	Per application	\$ 51.00	2
Water Heater	Per unit	\$ 19.00	2
Roof drain	Per unit	\$ 13.00	2
Grease and oil interceptor	Per unit	\$ 30.00	2
Water Distribution piping	Per space	\$ 88.00	2

<b>Heating Multi Residential and Non-Residential</b>			
Single Detached, Semi Detached, Townhouse	Per unit	\$ 153.00	2
Condominium / Apartment Unit	Per unit	\$ 102.00	2
Roof Top Units (per unit include distribution ductwork)	Per unit	\$ 204.00	2
Kitchen Hood / Fire suppression system	Per unit	\$ 204.00	2

<b>Sewage Septic Systems</b>			
New installation or replacement (any type)	Per Permit	\$ 955.00	2
Holding tank	Per Permit	\$ 955.00	2
Repair or alteration to existing system	Per Permit	\$ 282.00	2
The decommissioning of septic systems and/or installing new lateral sanitary sewers	Per Permit	\$ 298.00	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule B**  
**Building Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Demolition</b>			
Demolition of structures	Per sq. ft	\$ 0.25	2

<b>Designated Structures</b>			
Designated structures to include -Solar collectors, retaining walls, wind turbines, loading docks, towers, tanks	Per \$1,000 of Construction Value	\$ 15.00	2
Tents	Per Permit	\$ 120.00	2
Signs (permanent)	Per sign face	\$ 120.00	2

<b>Swimming Pool Enclosures</b>			
Swimming Pool Enclosures	Per Permit	\$ 132.00	2

<b>Indemnity Deposits (Refundable up to 3 years from permit issuance)</b>			
Residential	deposit	\$ 1,000.00	2
Non-Residential (commercial, industrial, institutional)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (inground pools)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (above ground pools)	deposit	\$ 500.00	2
Accessory Structures-residential	deposit	\$ 500.00	2
Farm buildings	deposit	\$ 500.00	2
Decks and porches	deposit	\$ 500.00	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule C**  
**Corporate Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Finance and Taxation:</b>			
Adding Charges to Roll	Per Transaction	\$ 124.00	2
Financing Administrative Fee	Per ProPerty	\$ 124.00	2
Indemnity Processing Charge	Per Occurrence	\$ 63.00	2
Misdirected Payment	Per Transaction	\$ 31.00	2
NSF/Returned Payment Charge	Per Occurrence	\$ 51.00	2
Refund Charge	Per Occurrence	\$ 31.00	2
Tax Certificates	Per Certificate	\$ 91.00	2
Tax Certificates or Statement - Required within 3 business days	Per Certificate	\$ 177.00	2
Tax Research (For Tax, Accounting or Finance)	Per hour	\$ 63.00	2
Tax Sale Registration 2nd Letter	Per letter	\$ 63.00	2
Tax Sale Registration Final Letter Before Registration	Per letter	\$ 63.00	2
Title Search - 2 years arrear	Per Search	\$ 83.00	2
Perscribed Interest Rate	Per Occurrence	3% + Bank of Canada Rate	2
Interest on trade receivables over 30 days past due per month	1.25% of arrears	as calculated	2
Penalty and interest on tax account arrears per month	1.25% of arrears	as calculated	2

<b>EV Charging Stations</b>			
Level 2 Charging	Per hour	\$ 2.00	3
Level 3 Charging	Per minute	\$ 0.50	3
Unattended-Fully charged vehicle left plugged in, 30 min after fully charged	Flat rate	\$ 50.00	3
EV Parking Infraction	Per occurrence	\$ 125.00	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule D**  
**Fire Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
File Search (Lawyer Letter)	Per Search	\$ 103.00	2
Fire Report (No Investigation)	Per Report	\$ 103.00	1
Fire Report (Investigation)	Per Report	\$ 314.00	1
Inspection with Fire Code Deficiencies	Per Hour	\$ 103.00	1
Re-Inspection after Notice of Violation	Per Hour	\$ 103.00	1
Request Inspection (letter required)	Per Hour	\$ 103.00	1
Firework Application and Review	Per Hour	\$ 103.00	2
Fire Safety Plan Review	Per Hour	\$ 103.00	2
Lockbox Program	One Time Fee	\$ 103.00	2
MVA Response to Non Resident Vehicles	Per hour/Per truck	*Current MTO rate	1
Smoke/CO Alarm Installation	Per Smoke Alarm	\$ 72.00	1
Risk & Safety Management Level 1 Propane/Natural Gas	Per Hour	\$ 103.00	1
Risk & Safety Management Level 2 Propane/Natural Gas	Per Hour	\$ 103.00	1
Open Air Permit Site Inspection Fee	Per	\$ 103.00	
Open Burn - Duty Officer Response	Per Officer	\$ 283.00	1
Open Burn	Per Call (5 or less Firefighters)	\$ 562.00	1
Open Burn	Per Call (6 or more Firefighters)	\$ 1,128.00	1
Assistance for Private Standby Beyond Normal Fire Protection	Per hour/Per truck	*Current MTO rate	1
Annual Business License Inspection	Per Hour	\$ 101.00	2
False Alarm (After 3 Occurrences in 12 month period)	Per truck	*Current MTO rate	1
Emergency Response-Fire Department	Per hour/Per truck	*Current MTO rate	1
Emergency Response-Fire Department	Personnel Per hour/Personnel Per call	**Current rate	1
Any other costs associated with the response of each and every call		Actual Cost	1

\* Current MTO rate will be determined by the Clerk as per the Ministry of Transportation rate at the date of invoice

\*\* Current personnel per hour and per call rates will be determined based on the hourly rate of FT firefighter and volunteer per call rates at the date of invoice.

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule E**  
**Licensing & Enforcement Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Licences: ALL BUSINESS LICENCE FEES SUSPENDED IN 2024 - CR#20240325-07</b>			
Auctioneer	Per Licence	\$ 250.00	2
Auctioneer - Renewal	Per Licence	\$ 200.00	2
Auto Service Station - Car Wash	Per Licence	\$ 250.00	2
Auto Service Station - Car Wash - Renewal	Per Licence	\$ 200.00	2
Auto Service Station - Gas and/or Oil for Sale	Per Licence	\$ 350.00	2
Auto Service Station - Gas and/or Oil for Sale - Renewal	Per Licence	\$ 300.00	2
Auto Service Station - Vehicles Used for hire	Per Licence	\$ 250.00	2
Auto Service Station - Vehicles Used for hire - Renewal	Per Licence	\$ 200.00	2
Auto Service Station - Storage/Sales	Per Licence	\$ 350.00	2
Auto Service Station - Storage/Sales - Renewal	Per Licence	\$ 300.00	2
Auto Service Station - Repair/Paint and/or Upholstery	Per Licence	\$ 350.00	2
Auto Service Station - Repair/Paint and/or Upholstery - Renewal	Per Licence	\$ 300.00	2
Bed & Breakfast	Per Licence	\$ 435.00	2
Bed & Breakfast - Renewal	Per Licence	\$ 385.00	2
Body Modification	Per Licence	\$ 350.00	2
Body Modification - Renewal	Per Licence	\$ 300.00	2
Campgrounds/Trailer Parks	Per Licence	\$ 350.00	2
Campgrounds/Trailer Parks - Renewal	Per Licence	\$ 300.00	2
Carnival/Circus	Per Licence	\$ 350.00	2
Carnival/Circus - Renewal	Per Licence	\$ 300.00	2
Caterers	Per Licence	\$ 300.00	2
Caterers - Renewal	Per Licence	\$ 300.00	2
Door-to-Door Salesperson	Per Licence	\$ 200.00	2
Door-to-Door Salesperson - Renewal	Per Licence	\$ 200.00	2
Food Store	Per Licence	\$ 350.00	2
Food Store - Renewal	Per Licence	\$ 300.00	2
Hawker/Pedlar	Per Licence	\$ 250.00	2
Hawker/Pedlar - Renewal	Per Licence	\$ 200.00	2
Hospitality - Food	Per Licence	\$ 350.00	2
Hospitality - Food - Renewal	Per Licence	\$ 300.00	2
Hospitality - Food/Liquor	Per Licence	\$ 350.00	2
Hospitality - Food/Liquor - Renewal	Per Licence	\$ 300.00	2
Hospitality - Liquor/Food	Per Licence	\$ 350.00	2
Hospitality - Liquor/Food - Renewal	Per Licence	\$ 300.00	2
Hospitality - Lunch Counter	Per Licence	\$ 350.00	2
Hospitality - Lunch Counter - Renewal	Per Licence	\$ 300.00	2
Lodging House	Per Licence	\$ 435.00	2
Lodging House - Renewal	Per Licence	\$ 385.00	2
Mobile Vendor Of Food - Class 1	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 1 - Renewal	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 2	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 2 - Renewal	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 3	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 3 - Renewal	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 4	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 4 - Renewal	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 5	Per Licence	\$ 300.00	2
Mobile Vendor Of Food - Class 5 - Renewal	Per Licence	\$ 300.00	2
Old Gold Dealer	Per Licence	\$ 250.00	2
Old Gold Dealer - Renewal	Per Licence	\$ 200.00	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule E**  
**Licensing & Enforcement Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
Pet Shop	Per Licence	\$ 250.00	2
Pet Shop - Renewal	Per Licence	\$ 200.00	2
Petting Zoos	Per Licence	\$ 250.00	2
Petting Zoos - Renewal	Per Licence	\$ 200.00	2
Public Hall	Per Licence	\$ 435.00	2
Public Hall - Renewal	Per Licence	\$ 385.00	2
Retail/Resale/Pawnbrokers	Per Licence	\$ 250.00	2
Retail/Resale/Pawnbrokers - Renewal	Per Licence	\$ 200.00	2
Salvage Yard	Per Licence	\$ 350.00	2
Salvage Yard - Renewal	Per Licence	\$ 300.00	2
Special Sale	Per Licence	\$ 250.00	2
Special Sale - Renewal	Per Licence	\$ 200.00	2
Tobacconist	Per Licence	\$ 250.00	2
Tobacconist - Renewal	Per Licence	\$ 200.00	2
Vape Product Retailer	Per Licence	\$ 250.00	2
Vape Product Retailer - Renewal	Per Licence	\$ 200.00	2
*Above licensing fees are in By-law 2023-066 (Review every 5 years)			

<b>Other Licences:</b>			
Lotteries/Bingos/Raffles	Per Licence	3% of the prize value	2
Taxicab Broker	Per Licence	\$ 92.00	2
Taxicab Driver	Per Licence	\$ 74.00	2
Taxicab Owner	Per Licence	\$ 85.00	2
Marriage Licences	Per Licence	\$ 145.00	2
Dog Licence	Per Spayed / Neutered Dog	\$ 20.00	2
Dog Licence - Senior Citizen Rate	Per Spayed / Neutered Dog	\$ 14.00	2
Dog Licence	Per Unspayed / Un-neutered Dog	\$ 31.00	2
Dog Licence - Senior Citizen Rate	Per Unspayed / Un-neutered Dog	\$ 25.00	2
Late Fee - Dog Tag -After April 30	Per Licence	\$ 14.00	2
Replacement tag for lost dog tag	Per replacement	\$ 13.00	2
Transfer of tag	Per Transfer	\$ 13.00	2
Short Term Rental - Initial	Per Licence	\$ 561.00	2
Short Term Rental - Renewal	Per Licence	\$ 510.00	2



**Town of Amherstburg User Fee Schedule**  
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**Schedule E**  
**Licensing & Enforcement Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Other Fees and Charges:</b>			
Civil Marriage Ceremony during regular business hours	Per Ceremony	\$ 305.00	1
Civil Marriage Ceremony Cancellation Fee	With 24 hours notice	\$ 78.00	1
During regular business hours Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 153.00	1
Civil Marriage Ceremony Rehearsal	Per Rehearsal	\$ 63.00	1
Civil Marriage Ceremony Witnesses	Per 2 witnesses	\$ 40.00	1
Liquor Licence Application Processing	Per Application	\$ 63.00	1
Application for Noise Exemption	Per Application	\$ 63.00	2
Death Registration	Per Registration	\$ 20.00	2
Application for Fence Variance	Per application	\$ 63.00	2
Fence Viewing	Per application	\$ 489.00	2
Appear before Property Standards Committee	Per appeal	\$ 150.00	2
Property Standards Order, minimum 1 hour	Per Hour	\$ 150.00	2
Property Standards Order Reinspection, minimum 1 hour	Per Hour	\$ 150.00	2
Register Property Standards Order on Title (actual registration costs charged in addition to base fee)	Per Registration	\$ 63.00	2
Parking Violation	Per Violation	\$ 25.00	2
By-law Violation - Administrative Fee -Work Completed by the Town, minimum 1 hour	Per Hour	\$ 150.00	2
Sign Removal	Per Sign Greater of Base Fee and actual cost)	\$ 245.00	2
Sign Storage - size up to 4 square metres	Per Sign Per day (or part thereof)	\$ 2.55	2
Sign Storage - size greater than 4 square metres	Per Sign Per square metre/Per day (or part thereof)	\$ 0.75	2
Encroachments - Annual	Per Agreement	\$ 50.00	2
Encroachments	Per Agreement	\$ 475.00	3
Sign Permit	Per Sign	\$ 100.00	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025 (except where noted)**  
**Schedule F**  
**Planning & Development Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	Minimum Deposit to Accompany Application*	2025 Fee (Non-refundable plus actual costs)	Tax
Official Plan Amendment- Major	Per Application	\$ 1,000.00	\$ 5,627.00	2
Official Plan Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,815.00	2
Zoning By-law Amendment- Major	Per Application	\$ 1,000.00	\$ 5,627.00	2
Zoning By-law Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,815.00	2
Zoning By-law Amendment as a Result of an Condition of Consent	Per Application		\$ 1,171.00	2
Zoning By-Law Amendment to Remove a Holding (h) Symbol	Per Application		\$ 1,171.00	2
Combined Official Plan Amendment and Zoning By-law Amendment	Per Application	\$ 2,000.00	\$ 8,164.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo or Amendment to a Draft Plan or Extension of DPA	Per Application	\$ 2,000.00	\$ 9,598.00	2
Site Plan Control & Development Agreement- Major	Per Application	\$ 1,000.00	\$ 4,744.00	2
Site Plan Control & Development Agreement- Minor	Per Application		\$ 2,373.00	
Amendment of Site Plans & Development Agreement	Per Application	\$ 1,000.00	\$ 2,649.00	2
Part Lot Control Exemption By-law	Per Application	\$ 500.00	\$ 2,538.00	2
Consent to Sever Land-Initial Application	Per Application	\$ -	\$ 1,545.00	2
Consent to Sever Land-Additional Lots to Initial Application	Per Application		\$ 574.00	2
Parkland Dedication Fee (as a condition of consent application under the Planning Act S.42, 53)	Per New Lot		\$ 1,070.00	2
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per Application		\$ 1,214.00	2
Combined Consent to Sever Land and Minor Variance			\$ 2,427.00	
Certificate of Validation	Per Application		\$ 299.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per Hearing		\$ 450.00	2
Planning Act Applications Deferral (Applicant Request)	Per Deferral		\$ 562.00	2
Official Plan or Zoning Bylaw (copy)	Per Copy		\$ 61.00	1
Planning Letter	Per Inquiry		\$ 88.00	2
Presubmission Application Fee	Per Application		\$ 400.00	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule G**  
**Engineering and Public Works Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
Lawyers Inquiries	Per Inquiry	\$ 91.00	2

<b>Roads</b>			
Street Sweeper - Cleaning Roads	Per hour	\$ 254.00	1
Street Sweeper - Hydro excavation	Per hour	\$ 317.00	1
Backhoe	Per hour	\$ 116.00	1
Dump Truck	Per hour	\$ 103.00	1
Light Duty Vehicle	Per hour	\$ 40.00	1
Roads Operator	Per hour	actual cost	1
Supervisor	Per hour	actual cost	1
Right Of Way Permit	Per Permit	\$ 254.00	2
Indemnity Deposit (Refundable up to 3 years from permit issuance)	Deposit Per Permit	\$1,000 Deposit Per Permit	
Storm Connection	Per Service	Actual cost, \$2000 deposit required	1

<b>Drainage</b>			
Drainage Apportionment Fee for Consent	Per service	\$ 562.00	1
Drainage Apportionment Fee for Land Severance	Per service	\$ 562.00	1

<b>Engineering Review Fees</b>			
Sanitary Capacity And Allocation Assessment	Per submission	\$ 2,102.00	1
Site Plan Engineering Review Fee	Per submission	\$ 1,577.00	1
Subdivision Engineering Review Fee	Per submission	\$ 3,152.00	1
Zoning By-law Amendment Engineering Review Fee - Major	Per submission	\$ 1,577.00	1
Zoning By-law Amendment Engineering Review Fee - Minor	Per submission	\$ 789.00	1
Official Plan Amendment Engineering Review Fee	Per submission	\$ 510.00	1
Additional Review Fee (in exceedance of 5 submissions)	Per submission	\$ 263.00	1

<b>CLI Application Fees</b>			
CLI Pre-Screening Application	Per development application	\$ 1,051.00	1
Sanitary Sewers - First Submission	Per submission	\$ 1,577.00	1
Sanitary Sewers - Subsequent Review	Per submission	\$ 521.00	1
Sanitary Sewers - Under 5 Lots - First Submission	Per submission	\$ 789.00	1
Sanitary Appurtenance (eg. odour or corrosion control etc.)	Per item	\$ 1,051.00	1
Sanitary Pump Station or Forcemain	Per pump station	\$ 3,152.00	1
Storm Sewers - First Submission	Per submission	\$ 1,577.00	1
Storm Sewers - Subsequent Review	Per submission	\$ 521.00	1
Storm Sewers - Under 5 Lots - First Submission	Per submission	\$ 789.00	1
Storm Appurtenance (eg. LID, oil grit separator, flow control device, etc.)	Per item	\$ 1,054.00	1
Storm Pump Station	Per pump station	\$ 3,152.00	1
Stormwater Management Facility (eg.dry/wet ponds)	Per facility	\$ 5,253.00	1
Water Form 1	Per submission	\$ 1,051.00	1

<b>Construction and Inspection Fees</b>			
Mandatory Pre-Construction and Inspection Meetings	Per walkthrough	\$ 158.00	1
Additional Walkthroughs	Per walkthrough	\$ 106.00	1
Sign Purchase and Installation	Each	\$ 127.00	2

**Town of Amherstburg User Fee Schedule**  
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**Schedule G**  
**Engineering and Public Works Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Water</b>			
Water Operator	Per hour	actual cost	1
Supervisor	Per hour	actual cost	1
Water Meter Fee w/transmitter	3/4" Permit/Water Meter Fee	\$ 531.00	2
Water Meter Fee w/transmitter	1" Permit/Water Meter Fee	\$ 696.00	2
Water Meter Fee w/transmitter	1.5" or greater Permit/Water Meter Fee	Actual cost, \$3500 deposit required	2
Abandonment of Water Service	Per disconnection	\$ 5,305.00	2
Water Meter Testing for Customer	Per test	\$ 346.00	2
Coin Operated Filling Stations	Per Cubic Metre	\$ 2.20	2
Hydrant Valve (Hydrant Hookup Box)	Per valve Per day	\$ 160.00	2
Hydrant Water Usage Fee	Per usage	Actual Cost	2
Illegal Connection Charge	Per Offense	\$ 344.00	2
Curb Box Replacement	Per Service	\$ 650.00	
After Hours Water Shut Off/Turn On	Per service	\$ 234.00	2
Missed Appointment fee	Per instance	\$ 70.00	2

<b>New Water Service</b>			
Connection - 3/4" Water Service	Per Service	\$ 3,937.00	2
3/4" Meter Pit Componenets & Installation	Per Service	\$ 1,125.00	2
Connection - 1" Water Service	Per Service	\$ 4,117.00	2
1" Meter Pit Componenets & Installation	Per Service	\$ 1,369.00	2
Connection - 2" or greater Water Service	Per Service	Actual cost, \$5000 deposit required	2
All new service connections - Monthly Service fee until meter is installed and passes inspection	Per Service,Per month	\$ 133.00	2
Private Development Watermain Commisioning (4" or Larger, less than 100m in length)	Per Project	\$ 1,137.00	2
Private Development Watermain Commisioning (4" or Larger, greater than 100m in length)	Per Project	\$ 1,921.00	2
Consumption	Per Cubic Metre	\$ 1.355	2
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 25.76	2
1 inch	Per Month	\$ 34.27	2
1 1/4 and 1 1/2 inches	Per Month	\$ 42.86	2
2 inches	Per Month	\$ 64.33	2
3 inches	Per Month	\$ 84.27	2
4 inches	Per Month	\$ 160.86	2
6 inches	Per Month	\$ 512.88	2
8 and 10 inches	Per Month	\$ 643.41	2

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule G**  
**Engineering and Public Works Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

<b>Service</b>	<b>Fee Basis</b>	<b>2025 Fee</b>	<b>Tax</b>
<b>Wastewater</b>			
Sanitary Connection	Per Service	Actual cost, \$3000 deposit required	1
Processed Organic Waste	Per Litre	\$ 0.15	1
Imported Sewage	Per Litre	\$ 0.15	1
Imported Pre-treated Sewage	Per Litre	\$ 0.009	
Consumption	Per Cubic Metre	\$ 2.503	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 37.02	1
1 inch	Per Month	\$ 49.38	1
1 1/4 and 1 1/2 inches	Per Month	\$ 61.71	1
2 inches	Per Month	\$ 92.56	1
3 inches	Per Month	\$ 128.55	1
4 inches	Per Month	\$ 231.39	1
6 inches	Per Month	\$ 617.05	1
8 and 10 inches	Per Month	\$ 925.59	1

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule H**  
**Parks, Facilities, Recreation and Culture Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Administration Fees</b>			
Security Deposit (refundable net of costs incurred)	Per rental	\$ 283.00	2
Refund Admin Fee - programs and rentals	Per transaction	\$ 32.00	1
Set-up / Take Down Fee	Per rental	\$ 32.00	1
Equipment Rental - Recreation Equipment	Per rental	\$ 20.00	1
Banner Fee	Per banner	\$ 561.00	1
<b>Kantech Access Cards</b>			
New or replacement	Per Card	\$ 27.00	1
Reprogramming of card	Per Card	\$ 16.00	1
Card cancellations	Per Card	No Charge	
<b>Keys</b>			
Additional per key	Per Key	\$ 9.00	1
Lost/rekeying lock required	Per Lock	\$ 80.00	1
Cancellation Fees	Once Permits are created, cancellations will not be Permitted		

<b>Advertising Fees</b>			
Rink Board Advertising (High Visibility) per year	34" x 120"	\$ 962.00	1
Rink Board Advertising (Low Visibility) per year	34" x 120"	\$ 722.00	1
Mezzanine Ads per year	36" x 72"	\$ 602.00	1
Backlit Signs per year	48" x 96"	\$ 1,802.00	1
Ice Logo per year	72 sq feet (6' x 12')	\$ 3,001.00	1
Goal Rink Advertising per year	34" x 120"	\$ 361.00	1
Zamboni Advertising per year	1 machine	N/A	1
Window Stickers - Rink B	Per year	\$ 576.00	1
Electronic Advertising - Libro Credit Union Centre (30 days)	30 days	\$ 51.00	1
Electronic Advertising - Libro Credit Union Centre (90 days)	90 days	\$ 126.00	1
Electronic Advertising - Libro Credit Union Centre (180 days)	180 days	\$ 245.00	1
Electronic Advertising - Libro Credit Union Centre (352 days)	352 days	\$ 477.00	1
Gateway Digital Sign - Non-Profit Messages	30 days	\$ 114.00	1
Gateway Digital Sign - Commercial Advertisement or Promotion	Per month	N/A	1
<b>** Administration has ability to negotiate price for multiple advertising opportunities</b>			

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule H**  
**Parks, Facilities, Recreation and Culture Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

<b>Service</b>	<b>Fee Basis</b>	<b>2025 Fee</b>	<b>Tax</b>
<b>Community Programming Fees</b>			
<b>Seasonal Activities and Programs</b>			
Parent & Tot (ages 4 & under)	Per class	\$ 11.00	2
Pre-School (ages 3-5)	Per class	\$ 11.00	2
Youth (ages 6-14)	Per class	\$ 14.00	2
Teen (ages 15-17)	Per class	\$ 15.00	2
Adult (ages 18-59)	Per class	\$ 16.00	3
Senior (ages 60+)	Per class	\$ 10.00	3
<b>Drop-Ins (unsupervised, unstructured, max 2.5 hours)</b>			
Parent & Tot (ages 4 & under)	Per drop-in	\$ 2.00	2
Pre-School (ages 3-5)	Per drop-in	\$ 2.00	2
Youth (ages 6-14)	Per drop-in	\$ 3.00	2
Teen (ages 15-17)	Per drop-in	\$ 3.00	1
Adult (ages 18-59)	Per drop-in	\$ 5.00	1
Senior (ages 60+)	Per drop-in	\$ 4.00	1
<b>Day Camp</b>			
Daily (Maximum 9 hrs/day)	Per day	\$ 37.00	2
Weekly	Per week	\$ 148.00	2
Specialty Camp	Per week	\$ 175.00	2
Hot Lunch fee	Per lunch	\$ 11.00	2
Late Pick up Fee (when staff is required to stay beyond scheduled time)	Per occurrence	100% Full cost recovery	1
Field Trip Fee	Per trip	\$ 18.00	2
<b>*Family will include 5 members max. / Youth under 14 years are exempt from HST</b>			

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule H**  
**Parks, Facilities, Recreation and Culture Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

<b>Service</b>	<b>Fee Basis</b>	<b>2025 Fee</b>	<b>Tax</b>
<b>Indoor Recreation Facilities Fees</b>			
<b>Ice Time</b>			
<b>Fees Effective April 1st</b>			
Capital Surcharge	Per hour	\$ 7.00	2
Prime Time Rental	Per hour	\$ 209.00	1
Non-Prime Time Rental	Per hour	\$ 118.00	1
Non-Prime Time Senior & School Rate	Per hour	\$ 74.00	1
Local Minor Sports Association Prime Time Rental	Per hour	\$ 198.00	1
Local Minor Sports Association Non-Prime Time Rental	Per hour	\$ 110.00	1
Goalie Pad	Per hour	\$ 46.00	1
Public Skating - General (per person)	Per Person	\$ 4.00	2
Public Skating - General (per family from same household)	Max of 5	\$ 12.00	2
<b>Indoor Soccer Field</b>			
<b>Fees Effective April 1st</b>			
Capital Surcharge	Per hour	\$ 7.00	2
<b>PEAK SEASON (Oct 1 - Mar 31)</b>			
Prime Time Rental - Full Turf (includes local minor sports)	Per hour	\$ 130.00	1
Non-Prime Time Rental Full Turf (includes local minor sports)	Per hour	\$ 120.00	1
<b>NON-PEAK SEASON (Apr 1 - Sep 30)</b>			
Prime Time Rental - Full Turf (includes local minor sports)	Per hour	\$ 90.00	1
Non-Prime Time Rental Full Turf (includes local minor sports)	Per hour	\$ 50.00	1
<b>Dry Floor Time</b>			
Capital Surcharge	Per hour	\$ 7.00	2
Arena Floor Rental Prime Time	Per hour	\$ 90.00	1
Arena Floor Rental Non-Prime	Per hour	\$ 50.00	1
<b>Public Events Rentals</b>			
Event Rental for Show/Sale	Per day	\$ 700.00	1
Entire Libro Facility - Indoors	Per day	\$ 2,500.00	1
<b>Multi Purpose Room Upstairs in Arena</b>			
Capital Surcharge	Per hour	\$ 3.95	2
Rental	Per hour	\$ 43.00	1
<b>Ground Floor Multipurpose Room/Essex Power Energy Zone</b>			
Capital Surcharge	Per hour	\$ 3.95	2
Rental	Per hour	\$ 43.00	1
<b>Community Room/Lobby</b>			
Capital Surcharge	Per hour	\$ 3.95	2
Room A only	Per hour	\$ 43.00	1
Room B only (includes kitchen)	Per hour	\$ 61.00	1
Rooms A & B (includes kitchen)	Per hour	\$ 82.00	1
Kitchen	Per hour	\$ 27.00	1
Lobby	Per hour	\$ 43.00	1
<b>179 Victoria/Senior Centre</b>			
Capital Surcharge	Per hour	\$ 3.95	2
Room A only	Per hour	\$ 43.00	1
Room B only	Per hour	\$ 43.00	1
Room A & B	Per hour	\$ 86.00	1
Room C	Per hour	\$ 96.00	1
Kitchen	Per hour	\$ 35.00	1



**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** (except where noted)  
**Schedule H**  
**Parks, Facilities, Recreation and Culture Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

Service	Fee Basis	2025 Fee	Tax
<b>Outdoor Recreation Facilities Fees</b>			
<b>Pavilion Rentals</b>			
Capital Surcharge	Per 2 hours	\$ 7.00	2
Wedding / Special Event	Per 2 hours	\$ 91.00	1
<b>** There is no alcohol allowed in KNYF Please refer to KNYF passive By-Law</b>			

<b>Full Park Rentals, Special Events &amp; Equipment</b>			
Capital Surcharge (rentals)	Per hour	\$ 7.00	2
Family Reunion/Picnic, etc. (no alcohol)	Per rental	\$ 109.00	1
Special Event and/or Park Rental	Per rental	\$ 288.00	1
Special Event Road Rental	Per rental	\$ 288.00	1
<b>Baseball Diamonds Fees Effective April 1st</b>			
Capital Surcharge	Per hour	\$ 3.50	2
Ball Diamond	Per hour	\$ 7.00	1
Premier Diamond - Unlit	Per hour	\$ 29.00	1
Premier Diamond - Lit	Per hour	\$ 42.00	1
Local Minor Baseball Association (T-Ball) ( per season)	Per player	\$ 12.00	1
Local Minor Baseball Association ( per season)	Per player	\$ 21.00	1
<b>Soccer/Football Field Fees Effective April 1st</b>			
Capital Surcharge	Per hour	\$ 3.50	2
Grass Field	Per hour	\$ 7.00	1
Premier Turf Field - Un-Lit	Per hour	\$ 25.00	1
Premier Turf Field - Lit	Per hour	\$ 40.00	1
Local Minor Sports Association - Premier Turf (Un-lit)	Per hour	\$ 21.00	1
Local Minor Sports Association - Premier Turf (Lit)	Per hour	\$ 33.00	1
Minor Soccer Association ( per season)	Per player	\$ 21.00	1
<b>Tennis Courts</b>			
Single Court	Per hour	\$ 5.00	1

<b>Sport &amp; Facility Services</b>			
Sponsorship of Events	Per event	100% Full cost recovery	1
Electrician	Per event	100% Full cost recovery	1
Forklift	Per event	100% Full cost recovery	1
Set up/Tear down (Libro) (0-50 Chairs)	Per event	Included in Room Rental	1
Set up/Tear down (Libro) (51-100 Chairs)	Per event	\$ 53.00	1
Transient Office for user groups/tournament organizers, etc.	Per hour	\$ 14.00	1
	Per day	\$ 80.00	1
Staff Overtime (groups staying beyond allocated time)		100% Full cost recovery	1
Dedicated Storage Space	Per square foot/annually	\$ 2.80	1
Dedicated Office Space	Per square foot/annually	\$ 2.80	1
Extra Cleaning Fee (rooms)	Per cleaning	100% Full cost recovery	1
Extra Cleaning Fee (dressing rooms)	Per cleaning	\$ 22.00	1

**Town of Amherstburg User Fee Schedule**  
**Effective January 1, 2025** *(except where noted)*  
**Schedule H**  
**Parks, Facilities, Recreation and Culture Services**

**Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)**

<b>Service</b>	<b>Fee Basis</b>	<b>2025 Fee</b>	<b>Tax</b>
<b>Commemoration</b>			
New Commemoration - Metal Bench	Per transaction	\$ 3,678.00	1
New Commemoration - Wooden Trail Bench	Per transaction	\$ 1,577.00	1
Renewal - Metal Bench	Per transaction	\$ 2,627.00	1
Renewal - Wooden Trail Bench	Per transaction	\$ 526.00	1
Plaque Replacement/Change Request	Per transaction	\$ 211.00	1
Commemorative Tree	Per transaction	\$ 841.00	1