



Industry Notification Letter

7% GIS User Fee

Fee Information	
Geomatics GIS User Fee to be applied to Permit Services	
7% per applicable permit	Effective - September 01, 2022

August 19, 2022

Dear City of Windsor Building Department Customer,

This letter is a courtesy communication to provide awareness and notification of the Geomatics 7% GIS User Fee (GIS = geographic information system). This fee is collected on behalf of the City's Geomatics Department as approved through Council decision during the 2022 annual budget process and as listed in the City of Windsor, User Fee Schedule.

Starting September 1, 2022, the 7% fee will be automatically calculated and charged on all [building permit fees](#) and payable at building permit issuance. The collection process of the GIS Fee is consistent with other departments within the City. Previously this fee was part of the Building Permit calculation of fees and for clarity the fee will now be listed as a separate line item on the Building Permit invoices.

The attached **sample** building permit calculations provides details on how the GIS Fee will be calculated. Please note that the samples provided do not represent all building permit application types where the fee will apply.

Sincerely,

John Revell
Chief Building Official,
City of Windsor Building Department

Sample Calculations for Select Permit Types

Please note that the samples provided do not represent all building permit application types that the fee is applicable to.

Residential Permit Types

Residential New Semi-detached Dwelling Permit Fee Summary (2600 SQFT building & 1100 SQFT basement floor)

Pre-September 1, 2022:

Zoning Certificate	\$100.00
Base fee (\$1.55 / sqft)	\$4,030.00
Basement Floor House (\$1.00 /sqft basement)	\$1,100.00
Plumbing Any Bathroom House (2 x \$87.00)	\$174.00
Plumbing Rough In Bathroom House (1 x \$87.00)	\$87.00
Water Service Fee House	\$80.00
Sanitary Drainage Piping Servicing House	\$205.00
Storm Drainage Piping Servicing House	\$255.00
Mechanical Fee House	\$465.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$544.75
Education Development Charge	\$1,505.00
Temp construction Water Service Fee	\$180.00
Tree Fee	\$520.00
Permit Total	\$9,245.75 *

*Fee total does not include applicable development charge fees

Residential New Semi-detached Dwelling Permit Fee Summary (2600 SQFT building & 1100 SQFT basement floor)

As of September 1, 2022:

Zoning Certificate	\$100.00
Base fee (\$1.55 / sqft)	\$4,030.00
Basement Floor House (\$1.00 /sqft basement)	\$1,100.00
Plumbing Any Bathroom House (2 x \$87.00)	\$174.00
Plumbing Rough In Bathroom House (1 x \$87.00)	\$87.00
Water Service Fee House	\$80.00
Sanitary Drainage Piping Servicing House	\$205.00
Storm Drainage Piping Servicing House	\$255.00
Mechanical Fee House	\$465.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$544.75
Education Development Charge	\$1,505.00
Temp construction Water Service Fee	\$180.00
Tree Fee	\$520.00
Non refundable 7% GIS Fee (calculation: \$6,496.00 x 0.07) (collected on behalf of the City's Geomatics Department)	\$454.72
Permit Total	\$9,700.47 *

*Fee total does not include applicable development charge fees

Residential Permit Types Continued

Residential Accessory Building Permit Fee Summary (520 SQFT building, no plumbing)

Pre-September 1, 2022:

Zoning Certificate	\$50.00
Base fee (\$0.80 / sqft)	\$416.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$663.30
Permit Total	\$1,129.30

Residential Accessory Building Permit Fee Summary (520 SQFT building, no plumbing)

As of September 1, 2022:

Zoning Certificate	\$50.00
Base fee (\$0.80 / sqft)	\$416.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$663.30
Non refundable 7% GIS Fee (calculation: \$466.00 x 0.07) (collected on behalf of the City's Geomatics Department)	\$32.62
Permit Total	\$1,161.92

Non-Residential Permit Types

Non-residential Commercial Accessory Building Permit Fee Summary (520 SQFT building, no plumbing)

Pre-September 1, 2022:

Zoning Certificate	\$200.00
Base fee (\$2.50 / sqft)	\$1,300.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$500.00
Permit Total	\$2,000.00

Non-residential Commercial Accessory Building Permit Fee Summary (520 SQFT building, no plumbing)

As of September 1, 2022:

Zoning Certificate	\$200.00
Base fee (\$ 2.50 / sqft)	\$1,300.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$500.00
Non refundable 7% GIS Fee (calculation: \$1,500.00 x 0.07) (collected on behalf of the City's Geomatics department)	\$105.00
Permit Total	\$2,105.00

Non-residential Industrial Accessory Building Permit Fee Summary (520 SQFT building, with plumbing and Dust Collector)

Pre-September 1, 2022:

Zoning Certificate	\$200.00
Base fee (\$2.50 / sqft)	\$1,300.00
Plumbing Fixture (\$29.00 / fixture) 4 fixtures total	\$116.00
Dust Collector (\$465.00/system) 1 system	\$465.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$500.00
Permit Total	\$2,581.00

Non-residential Industrial Accessory Building Permit Fee Summary (520 SQFT building, with plumbing and Dust Collector)

As of September 1, 2022:

Zoning Certificate	\$200.00
Base fee (\$ 2.50 / sqft)	\$1,300.00
Plumbing Fixture (\$29.00 / fixture) 4 fixtures total	\$116.00
Dust Collector (\$465.00/system) 1 system	\$465.00
Other Related Fees	
Refundable Indemnity Fee (\$50.00/metre)	\$500.00
Non refundable 7% GIS Fee (calculation: \$2,081.00 x 0.07) (collected on behalf of the City's Geomatics Department)	\$145.67
Permit Total	\$2,726.67

Other Permit Types

Mechanical Roof Top Unit Replacement (1 unit)

Pre-September 1, 2022:

Zoning Certificate	\$50.00
Base fee (\$260.00 / roof top unit)	\$260.00
Permit Total	\$310.00

Mechanical Roof Top Unit Replacement (1 unit)

As of September 1, 2022:

Zoning Certificate	\$50.00
Base fee (\$260.00 / roof top unit)	\$260.00
Other Related Fees	
Non refundable 7% GIS Fee (calculation: \$310.00 x 0.07) (collected on behalf of the City's Geomatics Department)	\$21.70
Permit Total	\$331.70

Mechanical Roof Top Unit Replacement (2 units)

Pre-September 1, 2022:

Zoning Certificate	\$50.00
Base fee (\$260.00 / roof top unit)	\$520.00
Permit Total	\$570.00

Mechanical Roof Top Unit Replacement (2 units)

As of September 1, 2022:

Zoning Certificate	\$50.00
Base fee (\$260.00 / roof top unit)	\$520.00
Other Related Fees	
Non refundable 7% GIS Fee (calculation: \$570.00 x 0.07) (collected on behalf of the City's Geomatics Department)	\$39.90
Permit Total	\$609.90