TOWN OF VIEW ROYAL

FEES AND CHARGES BYLAW NO. 958

As Amended by Bylaws No. 969, 981, 991, 1009, 1015, 1021, 1023, 1026, 1028, 1036, 1038, 1046, 1058, 1068, 1070, 1077, 1078, 1085, 1089, 1098, 1108, 1115, 1119, 1122, 1123, 1127, 1141, 1146, 1148, 1158, 1166, and 1182

CONSOLIDATED FOR CONVENIENCE TO SEPTEMBER 2026

A BYLAW TO REGULATE THE FEES AND CHARGES OF THE TOWN OF VIEW ROYAL

WHEREAS section 194 of the *Community Charter* authorizes a local government to impose fees and charges for all or parts of a service of the municipality, and Section 19 of the *Community Charter* authorizes a local government to be provided security through bylaw or as a condition of a licence, permit, or approval, the Council of the Town of View Royal, in open meeting assembled, enacts as follows:

1. Citation

This Bylaw may be cited for all purposes as "Fees and Charges Bylaw, No. 958, 2016".

2. Repeal and Consequential Amendments

(a) Schedule 13 of the Town of View Royal Land Use Bylaw 1990 No. 35 is hereby deleted.

(b) Section 65(3) of said Bylaw No. 35 is hereby deleted and replaced with the following:

"The Municipality has the right to appoint its own inspectors to inspect the Developer's works from time to time and the Developer must pay to the Municipality, in the form of cash or certified cheque, an inspection fee in an amount equal to that which is specified within Fees and Charges Bylaw No. 958, 2016."

(c) Section 54(3) of said Bylaw No. 35 is hereby deleted and replaced with the following:

"Prior to issuance of a Development Permit, the Permittee shall deposit with the Town a bond in the amount specified within Fees and Charges Bylaw No. 958 of the estimated cost of landscaping and screening installation to ensure that all such works are completed in accordance with the approved Permit.

The Permittee shall maintain all landscaping and screening works in a manner satisfactory to the Approving Officer for a minimum period of three years. As security to guarantee the said maintenance, an amount as specified within Fees and Charges Bylaw No. 958 of the installation bond referred to herein shall be retained by the Town for the duration of the three-year maintenance period."

(d) Section 67(1) of said Bylaw No. 35 is hereby deleted and replaced with the following:

"As security for the due and proper performance of all the covenants in the Developers Agreement and the development contemplated, the Developer shall deposit with the Municipality an unconditional and irrevocable Letter of Credit (the "Security") in the form attached hereto as Schedule 9, or such other form as may be agreed to by the Developer and the Municipality, in the amount as specified within Fees and Charges Bylaw No. 958 as reasonably estimated by the Approving Officer."

(e) Section 67(5) of said Bylaw No. 35 is hereby deleted and replaced with the following:

"The Municipality shall retain that portion of the Security referred to in Section 68(1) equivalent to an amount as specified within the Fees and Charges Bylaw No. 958 of the cost of all road, drainage, sanitary sewer and related works that are intended to be taken over (owned) by the Municipality after Completion, and an amount as specified within the Fees and Charges Bylaw No. 958 of the cost of all hard (i.e. sprinkler system and installation) and soft (i.e. plant material and installation) landscaping works, as warranty securities to ensure maintenance of these works. The warranty securities for road, drainage, sanitary sewer and related works will be retained by the Municipality for a period of one (1) year from the date of Completion, while the warranty securities for landscaping works shall be retained for a period of three (3) years from the date of completion."

(f) Section 48.7.d.ii of said Bylaw No. 35 is hereby deleted and replaced with the following:

"Temporary sign permits may be renewed by the Approving Officer, upon application for same by the applicant, for successive periods of up to six (6) months duration after the expiration of the initial temporary sign permit approved by Council resolution. Each request for a temporary sign permit renewal shall be accompanied by a fee specified within Fees and Charges Bylaw No. 958."

(g) Town of View Royal Fees and Charges Bylaw No. 583, 2006 is hereby repealed in its entirety.

(h) Section 11.4 of Town of View Royal Building Bylaw No. 786, 2010 is hereby deleted and replaced with the following:

"When a building permit is issued in accordance with Section 11.2 of this bylaw the permit fee shall be reduced as specified within the Fees and Charges Bylaw No. 958."

(i) Section 13.1.1 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"No person shall move a Building or Structure into, from, or within the Town of View Royal without first making an application on the prescribed form, obtaining an inspection and paying the appropriate inspection Fee set out in Fees and Charges Bylaw No. 958."

(j) Section 13.2.1 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"The Owner shall provide security in the form of a certified cheque or an irrevocable letter of credit in the amount as specified within Fees and Charges Bylaw No. 958 to guarantee the completion of the work when moving a Building to or from the Town of View Royal."

(k) Section 14.2.1 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"The Inspector shall issue a plumbing permit upon receiving the specified fee as provided for in Fees and Charges Bylaw No. 958, and compliance with the bylaw, for any installation, alteration or repair of a plumbing system."

(l) Section 14.4.1 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"If more inspections are required than specified due to fault or error on the part of the permit holder, his Agent or employees, an additional fee shall be paid by the permit holder for each additional inspection as specified in Fees and Charges Bylaw No. 958".

(m) Section 15.1 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Fees and Charges Bylaw No. 958, shall be paid in full prior to issuance of any permit under this bylaw."

(n) Section 15.2 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"The appropriate plan-processing fee as set out in Fees and Charges Bylaw No. 958 shall accompany an application made for a building permit to this bylaw."

(o) Section 15.3 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"The owner may obtain a refund of the permit fees set out in Fees and Charges Bylaw No. 958 by way of a written request, when a permit is surrendered and cancelled within 6 months of the permit being issued and before any construction begins. The refund shall not include the plan processing fee paid pursuant to Section 15.2.1 of this bylaw."

(p) Section 15.4 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"Where, due to non-compliance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Fees and Charges Bylaw No. 958 shall be paid prior to additional inspections being performed."

(q) Section 15.5 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"Where a required permit inspection is requested to be done after the hours during which the offices of the Town of View Royal are normally open, an inspection charge shall be payable based on the time actually spent in making such inspection, including travel time, as set out in Fees and Charges Bylaw No. 958."

(r) Section 16.6.1 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"A site remediation deposit fee as specified within Fees and Charges Bylaw No. 958 is required at time of excavation only permit issuance. All fees will be directed towards building permit fees upon building permit issuance."

(s) Section 24.7 of said Bylaw No. 786 is hereby deleted and replaced with the following:

"Every person who commences work requiring a building permit without first obtaining such a permit must pay an additional charge as specified within Fees and Charges Bylaw No. 958."

(t) Schedule A of said Bylaw No. 786 is hereby deleted.

(u) Schedule B of said Bylaw No. 786 is hereby deleted and replaced with the following:

"Schedule B: Permit Fees

1. Building Permit Fee Information

a. The charge for Permits in accordance with this bylaw are based on Construction cost covered by this Permit and the Fee is calculated as specified within Fees and Charges Bylaw No. 958.

b. The value of Construction for Permit Fee calculation shall be based on the Construction value as calculated by the Inspector using the Marshall & Swift construction value calculator. The valuation of construction for the purpose of determining permit fees shall reflect the total current monetary worth of all Construction and work related to the Building or Structure authorized to be constructed by the permits and without limiting the generality of the foregoing shall include the value of:

   i. materials and equipment of whatever nature incorporated into the Building or Structure;
   ii. labour, including labour of the owner;

iii. fees involved in design, investigations, testing, consulting construction, labour and management, contractors' and subcontractors' profit and overhead, social services tax, goods and services tax and insurance;
iv. materials and equipment rented for carrying out the Construction and;
v. mechanical, electrical, elevator, plumbing, drainage, heating, air conditioning and gas installation

c. In all cases the final value of Construction shall be established by the Inspector.

d. Where a registered professional as defined by the B.C. Building Code, reviews and certifies an application for a building permit as being in compliance with the B.C. Building Code and applicable Town of View Royal bylaws, and where the Town of View Royal relies upon that certification in issuing a building permit the building permit fee shall be reduced by an amount as specified within Fees and Charges Bylaw No. 958.

e. A Building Permit Fee can be partially refunded provided that the Owner or his Agent has submitted a written request for a refund, the Inspector has certified that work has not been commenced, and the Permit has not expired.

2. Penalty

a. The Building Permit Fee is doubled for every Permit application where Construction is commenced before the Inspector issues a Permit.

3. Re-Inspection Fee

a. Where it has been determined by the Inspector that due to non-compliance with the provisions of this bylaw or more than two inspections are necessary for each type of inspection, the Fee for each inspection after the second inspection shall be in accordance with Fees and Charges Bylaw No. 958.

4. Special Inspection Fees

a. For a special inspection during normal working hours to establish the condition of a Building, or where an inspection requires special arrangements because of time, locations, or Construction techniques, the additional Fee for each such inspection shall be in accordance with Fees and Charges Bylaw No. 958.

b. Where there is a request for a required Permit inspection for Building Bylaw compliance which cannot be carried out during normal working hour, a Fee as per Fees and Charges Bylaw No. 958, including travelling time, shall be charged. The minimum inspection Fee is 4 hours.

5. Permit Transfer or Assignment Fee

a. For the transfer or assignment of a Building Permit or an application for a Building Permit, when requested in writing by the applicant pursuant to Section 4.1 an additional Fee shall be paid in accordance with Fees and Charges Bylaw No. 958.

6. Security Deposits

a. Where construction or demolition activity may damage Town property, a security deposit shall be paid at the time the building permit is issued. The Security deposit shall be refunded if:

i. there is no damage to Town of View Royal property;

ii. no invoice is issued to cover the cost of repair to the Town of View Royal property; and
iii. an occupancy permit is issued.

b. For the construction of a single family or two family dwelling the damage deposit is in accordance with Fees and Charges Bylaw No. 958.

c. All multiple family residential, commercial and mixed use project damage deposits are determined within a servicing agreement.

7. Plumbing Permits

a. Fees for plumbing permits are set out within Fees and Charges Bylaw No. 958.

b. A Permit for plumbing work expires at the end of one (1) year unless renewed.

8. Sewer and Storm Drain Permits

a. Fees for sewer and storm drain permits are set out within Fees and Charges Bylaw No. 958.

b. A Permit to Construct or alter or extend a Building sanitary sewer, Building storm drain or a subsoil drainage system is valid for a period of one (1) year after issue and the work authorized must be carried out within such period. In the event that such work is not completed within such period, then it is necessary to renew the Permit."

(v) Section 5.1.a of Safe Premises Bylaw No. 652, 2007 is hereby deleted and replaced by the following:

"the owner has paid the Special Safety Inspection Fee as described in Fees and Charges Bylaw No. 958."

(w) Schedule A of said bylaw No. 652 is hereby deleted.

(x) Section 3.18 of Animal Control Bylaw No. 614, 2005 is hereby deleted and replaced with the following:

"Fees pursuant to this Bylaw are set out in Fees and Charges Bylaw No. 958."

(y) Section 6.2 of said bylaw No. 614 is hereby deleted and replaced with the following:

"Every owner of a dog must in each licencing year apply for a dog licence by March 1st each year and pay the fee set out in Fees and Charges Bylaw No. 958 and provide the name, breed, colour and sex of the dog and state whether the dog has been neutered or spayed.

(z) Schedule A of said bylaw No. 614 is hereby deleted.

(aa) Section 14.5 of Business Licence and Regulation Bylaw No. 952, 2016 is hereby deleted and replaced with the following:

"No person shall transfer a place of business without first making an application to the Licence Inspector. After receiving an application and payment of a fee as specified within Fees and Charges Bylaw No. 958 and subject to the approval of the Licence Inspector, the licence will be transferred."

(bb) Section 15 (but not the subsections) of said Bylaw No. 952 is hereby deleted and replaced with the following:

"Every person who applies for a Business Licence shall pay at the time of application, the applicable licence fee as prescribed in Fees and Charges Bylaw No. 958 provided that:"

(cc) Section 18(2) of said Bylaw No. 952 is hereby deleted and replaced with the following:

"If a *Business* Licence is not renewed as required by part 3 Section 15(1) a licencee who wishes to continue to carry on the *business* shall submit an application form in accordance with part 3 and shall pay an additional licence fee as specified in Fees and Charges Bylaw No. 958."

(dd) Schedule A of said Bylaw No. 952 is hereby deleted.

(ee) Section 3.d of Development Procedures Bylaw No. 730, 2009 is hereby deleted and replaced with the following:

"accompanied by the application fee set out in Fees and Charges Bylaw No. 958 for that type of application, including any applicable large projects fee."

(ff) Section 6.4.a of said Bylaw No. 730 is hereby deleted and replaced with the following:

"A deposit as specified in Fees and Charges Bylaw No. 968 to cover the costs of processing, advertising and administration incurred by the Municipality that are related to the application to which a public hearing is required."

(gg) Section 6.4.b of said Bylaw No. 730 is hereby deleted and replaced with the following:

"Additional deposits in increments as described in Fees and Charges Bylaw No. 958 shall be paid as required to cover costs detailed in 9(a) which exceed or are expected by the Director of Development Services to exceed the initial deposit required by Fees and Charges Bylaw No. 958."

(hh) Section 6.4.e of said Bylaw No. 730 is hereby deleted and replaced with the following:

"In cases where the amount on deposit, as specified within Fees and Charges Bylaw No. 958 is more than the costs actually incurred by the Municipality, the Treasurer shall refund the excess deposit to the applicant."

(ii) Section 6.4.f of said Bylaw No. 730 is hereby deleted and replaced with the following:

"In cases where the amount on deposit as specified in Fees and Charges Bylaw No. 958 is less than the costs actually incurred by the Municipality, the Treasurer shall bill the excess costs to the applicant."

(jj) Schedule A of said Bylaw No. 730 is hereby deleted.

(kk) Section 4 (the first two paragraphs) of "Collection and Disposal of Residential Garbage and Household Food Waste Bylaw No. 745, 2009" is hereby deleted and replaced with the following:

"The service fees for garbage and household food waste collection are hereby imposed upon occupants as per the fees detailed in Fees and Charges Bylaw No. 958.

A new dwelling unit acquiring occupancy after January 1st of any year shall be charged in accordance with Fees and Charges Bylaw No. 958, prorated monthly from the occupancy permit date."

(ll) Section 8 (paragraph 1) of said Bylaw No. 745 is hereby deleted and replaced with the following:

"An occupant may apply to the Town for an increased level of service in order to have waste collected from the garbage and household food waste containers placed beside the home or garage on the dwelling unit premises, rather than at the curbside, for an increased service fee as per Fees and Charges Bylaw No. 958."

(mm) Schedule A of said Bylaw No. 745 is hereby deleted.

(nn) Section 25 of Bylaw No. 397 is hereby deleted and replaced with the following:

"At the time of making an application for a Sewer Connection, the Applicant must pay the Service Connection fee as prescribed in Fees and Charges Bylaw No. 958."

(oo) Section 26.c of said bylaw No. 397 is hereby deleted and replaced with the following:

"The sewer user charge shall be calculated in accordance with Fees and Charges Bylaw No. 958."

(pp) Section 26.f (but not the subsections) of said bylaw No 397 is hereby deleted and replaced with the following:

"Premises connected to the sewer system after January 1st of any year shall pay a sewer user fee in accordance with Fees and Charges Bylaw No. 958 where:"

(qq) Section 1 of Schedule D of said bylaw No. 397 is hereby deleted and replaced by the following:

"The annual consumption sewer user charge for any premises is calculated by multiplying the per cubic meter water usage, provided by Capital Regional District Water Services, for the period and amount specified within Fees and Charges Bylaw No. 958."

(rr) Section 2 of Schedule D of said bylaw No. 397 is hereby deleted and replaced by the following:

"The annual base sewer user charge for any premises is calculated by multiplying the Single Family Dwelling unit Equivalent by the fee specified in Fees and Charges Bylaw No. 958 in accordance with the description and equivalents set out in section 3."

(ss) Section 2.e of Storm Water Regulation Bylaw No. 902, 2015 is hereby deleted and replaced by the following:

"pay all inspection and other fees as set out in Fees and Charges No. 958."

(tt) Schedule A of said bylaw No. 902 is hereby deleted.

(uu) Section 47.4 of Streets and Traffic Regulation Bylaw No. 609, 2005 is hereby deleted and replaced by the following:

"For each detention, removal and impoundment, the person entitled to possession of the chattel, obstruction or thing must pay to the Town, or its agent the detention, removal or impoundment fee as described within Fees and Charges Bylaw No. 958."

(vv) Section 16.1.g of Tree Protection Bylaw No. 695, 2009 is hereby deleted and replaced by the following:

"at the Director's sole discretion, the applicant may be permitted to pay:
- the amount specified within Fees and Charges Bylaw No. 958 per protected replacement tree as defined in Section 2, item l) or
- the amount specified in Fees and Charges Bylaw No. 958 per protected replacement tree as defined in Section 2, items a) to m), excluding item l).

(ww) Section 20.1 of said bylaw No. 695 is hereby deleted and replaced with the following:

"An application for a tree permit shall be accompanied by the fee set out in Fees and Charges Bylaw No. 958."

(xx) Schedule C of said bylaw No. 695 is hereby deleted.

(yy) Section 8.1 of False Alarm Bylaw No. 658, 2007 is hereby deleted and replaced by the following:

"For the first false alarm there will be a fee charged as per the Fees and Charges Bylaw No. 958 and the Officer in Charge or Fire Chief may cause a notice to be sent to the owner and occupier of the property in which the alarm system is installed advising of the occurrence of the false alarm and of the consequences, which may arise if further false alarms occur."

(zz) Section 8.2 of said bylaw No. 658 is hereby deleted and replaced by the following:

"For the second false alarm in any twelve (12) month period from the date of the first false alarm, the fee is as per Fees and Charges Bylaw No. 958 and the Officer in Charge or Fire Chief may cause a notice to be sent to the owner and occupier of the property in which the alarm system is installed advising of the occurrence of the false alarm and of the consequences, which may arise if further false alarms occur."

(aaa) Section 8.3 of said bylaw No. 658 is hereby deleted and replaced by the following:

"For the third and subsequent false alarms in any twelve (12) month period from the date of the first false alarm, the fee is as per Fees and Charges Bylaw No. 958."

(bbb) Section 4.1.d of Schedule F of Fireworks Regulation Bylaw No. 640, 2006 (fee for Display Fireworks Permit) is hereby deleted and replaced with the following:

"As per Fees and Charges Bylaw No. 958"

(ccc) Section 6.1.a of Schedule F of Fireworks Regulation Bylaw No. 640, 2006 (cost recovery charge for Pyrotechnics Fire Safety Plan Review) is hereby deleted and replaced with the following:

"As per Fees and Charges Bylaw No. 958"

(ddd) Schedule A of Secondary Suites Permit Bylaw No. 601, 2005 is hereby deleted.

(eee) Section 3.1 of said Bylaw No. 601 is hereby deleted and replaced with the following:

"Every person wishing to obtain a permit for a secondary suite must do so by making an application in the prescribed form to the Clerk, providing a statutory declaration as to the owner-occupancy of the suite in the prescribed form, and paying the fee set out in Fees and Charges Bylaw No. 958."

(fff) Section 5.1 of said Bylaw No. 601 is hereby deleted and replaced with the following:

"A secondary suite permit must be renewed annually before March 1, and each renewal application must be accompanied by a statutory declaration as to owner-occupancy and the renewal fee set out in Fees and Charges Bylaw No. 958. If a permit lapses as a result of the permit holder failing to renew by March 1, a new application and permit fee are required."

3. Schedule "A"

The fees and charges set out in Schedule "A" attached hereto and forming part of the Bylaw are hereby imposed.

READ A FIRST TIME THIS 13th DAY OF DECEMBER, 2016

READ A SECOND TIME THIS 13th DAY OF DECEMBER, 2016

READ A THIRD TIME THIS 13th DAY OF DECEMBER, 2016

ADOPTED THIS 17th DAY OF JANUARY, 2017

MAYOR	CORPORATE OFFICER

SCHEDULE A

Administration

Item	Item Detail	Fee	Fee Description
Agenda (without backup materials)	Council, Committee of the Whole, or any other municipal committee, commission or board	$0.00	Per copy
Agenda (complete with all backup materials in monochrome)	Council, Committee of the Whole, or any other municipal committee, commission or board	$0.50	Per page
		$20.00	Maximum per agenda
Agenda (complete with all backup materials in colour)	Council, Committee of the Whole, or any other municipal committee, commission or board	$2.00	Per page
		$80.00	Maximum per agenda
Agenda Annual Subscription (complete with all backup materials in monochrome)	Council and Committee of the Whole (both)	$400.00	Annual subscription payable in advance; prorated by month to end of current calendar year
Agenda Annual Subscription (complete with all backup materials in colour)	Council and Committee of the Whole (both)	$650.00	Annual subscription payable in advance; prorated by month to end of current calendar year
Bylaws or Special Reports (copies of)	Excluding printed and bound bylaws	$0.50	Per page
		$30.00	Maximum per bylaw
Faxes (sending or receiving)	Local send and local/long distance receive	$4.00	Per page
	Long distance send	$7.00	Per page
Minutes	Council, Committee of the Whole, or any other municipal committee, commission or board	$0.50	Per page
		$15.00	Maximum per set of minutes
Minutes, Annual Subscription in monochrome	Council and Committee of the Whole (both)	$100.00	Annual subscription payable in advance; prorated by month to end of current calendar year
Mortgage Company Listings		$10.00	Per folio
Municipal Goods (clothing etc)		At cost plus 20% for Administration	Per item
Non-Sufficient Funds Cheque		$25.00	Per cheque
Monochrome Reproductions, Plain Paper		$0.50	Per 8.5” X 11”
		$0.75	Per 8.5" x 14"
		$2.00	Per 11” X 17”
		$15.00	Per 24" x 36"
		$25.00	Per 36" x 48"
Colour Reproductions, Plain Paper		$2.00	Per 8.5” X 11”
		$2.00	Per 8.5" x 14"
		$5.00	Per 11” X 17”
		$25.00	Per 24" x 36"
		$35.00	Per 36" x 48"
Reproductions, Glossy Paper		$50.00	Per 24" x 36"
		$75.00	Per 36" x 48"

Administrative Staff Time	For requested work	$15.00	Per 15 minutes or portion thereof after the first 15 minutes; deposit equal to estimated cost required prior to start of work where estimate exceeds $420.00 (one day)

Building

Amendment Bylaw No. 1119

Item	Item Detail	Fee	Fee Description
Building Permit, and other permits (cost of construction)	$0-$1,000	Minimum $100	Section 11.21 of Building Bylaw No. 1111 ***Amendment Bylaw No. 1141***
	$1,001 - $100,000	For cost of construction in excess of $1,000 and less than or equal to $100,000, the fee shall be $100 for the first $1,000 plus 1.25% of the amount or part thereof for the next $99,000	
	$100,001 - $500,000	For cost of construction in excess of $100,000 and less than or equal to $500,000, the fee shall be $1,338 for the first $100,000 plus 1% of the amount or part thereof for the next $400,000	
	Over $500,000	For cost of construction in excess of $500,000, the fee shall be $5,338 plus 0.75% of the amount or part thereof over $500,000	
	Application Fee at submission (non-refundable)	25% of total permit fee Minimum $100	
Demolition Permit		$100	Section 8(5) and 8(8) of Building Bylaw No. 1111
Wood Burning Appliance Permit		$100	Section 11.21 of Building Bylaw No. 1111
Plumbing Permits	Minimum permit fee	$100	Section 11.24 of Bylaw No. 1111
	Fixture cost up to 10 fixtures (including but not limited to, auto washer, backflow preventor, basin, bath, dishwasher, drinking fountain, floor/funnel drain, laundry tubs, hot water appliance, hose bib, sink, shower, toilet, water service meter, urinal, vent pipe alter)	$15 each	
	Each additional fixture over 10	$10 each	
	Servicing Fixtures (including but not	$30	

	limited to, area drain, catch basin, building drain, building drain alter/replace, interceptors, acid neutralizers, hydrant, manhole, inspection chamber, standpipe/ siamese connection, water service pipe, rainwater leader, boiler, backflow prevention, additional hose connection, up to 10 sprinkler heads.		
	Each additional 20 sprinkler heads, or part thereof	$20	
Other Fees and Charges	Failed intake screening fee	$100	Section 11.3 of Building Bylaw No. 1111
	Revision review (after permit issuance	$100 per hour, a minimum of 1 hour	Section 11.51 of Building Bylaw No. 1111
	Alternative solution	$200 for each proposal	Section 11.54 of Building Bylaw No. 1111
	Permit transfer or assignment	$100 per transfer or assignment	Section 8.5 of Building Bylaw No. 1111
	Registered Professional Reduction (new construction only)	5% of the permit fee up to $500	Section 10.8 of Building Bylaw No. 1111
	Re-evaluation of construction value	Refer to permit fees above	Section 18.3 of Building Bylaw No. 1111
	Permit Extension	20% of the original Permit fee up to a maximum of $500, and a minimum fee of $100.	Section 11.47 of Building Bylaw No. 1111
	Permit refund	50% of the refundable portion of the permit fee	Section 11.32 of Building Bylaw No. 1111
Inspection Fees	Re-inspection	$100 per inspection	Section 14.11 of Building Bylaw No. 1111
	Special inspection (during work hours)	$100 per hour plus any other required fees	
	Special inspection (after work hours)	$135 per hour (minimum 4 hours)	
	Special Safety inspection for unsafe premises	$1500	Section 24.7 of Building Bylaw No. 1111 and Section 5.1 a of Safe Premises Bylaw No. 652
Security Deposits	Excavation	Minimum of $50,000 or 2 times cost estimate for site restoration	Section 11.28 of Building Bylaw No. 1111
	Demolition interim landscaping	120% of cost estimate provided by a qualified professional	Section 8.10 of Building Bylaw No. 1111
Security Deposits for Damage	Building move (out of View Royal)	$5000	Section 21.2 of Building Bylaw No. 1111
	Building move (into View Royal)	$20,000	

	Boulevard only	$750	Section 11.29 of Building Bylaw No. 1111
	Curb, gutter, boulevard and irrigation	$1500	
	Curb, gutter and concrete sidewalk only	$1250	
	Curb, gutter, sidewalk, boulevard and irrigation	$2000 ($500 will be held until irrigation is tested)	
	Streetlight	$2000	
	Each street and boulevard tree	$500 (up to a maximum of $2000)	
Cost Recovery	Legal fees (preparation, registration, and discharge of any legal documents)	Legal fees incurred by the Town plus an administrative fee of $100 per hour	Section 11.27 of Bylaw No. 1111
	Miscellaneous services	$100 per hour; min 1 hour	Section 11.26 of Building Bylaw No. 1111
Penalties	Stop work notice	$1000	Section 25.4 of Building Bylaw No. 1111
	Work without permit	2 times permit fee to a maximum of $25,000. Minimum $1000	Section 25.3 of Building Bylaw No. 1111

Bylaw ***Amendment Bylaw No. 1166, 2026***

Item	Item Detail	Fee	Fee Description
Boarding	Dog	$15.00	For each day or part thereof of the impoundment period. As per Bylaw No. 614.
	Cat	$10.00	
	Bird, rabbit or rodent	$5.00	
	Other Animal	$20.00	
Dangerous Dog Sign		$10.00	As per Bylaw No. 614
Dog Licence (Annual)	Male Dog - unneutered	$60.00	
	Male Dog - Neutered	$40.00	
	Female Dog - unspayed	$60.00	
	Female Dog - Spayed	$40.00	
	Guide Dog or Police Dog	$0.00	
	Dangerous Dog	$200.00	
	Aggressive Dog	$100.00	
	Late Dog licencing penalty *(applied March 1)*	$20.00	
	Replacement tag, if lost or stolen	$5.00	
	Early Dog licence renewal discount	$5.00	Prior to December 31. As per Bylaw No. 614
	Spayed or Neutered within the last twelve (12) months	$0.00	Must attach veterinarian invoice. As per Bylaw No. 614.
Impoundment For Dog	First impoundment	$75.00	As per Bylaw No. 614
	Second impoundment	$100.00	
	Third impoundment	$150.00	

Impoundment For Other Animals	Cat	$25.00	For each impoundment. As per Bylaw No. 614.
	Bird, rabbit or rodent	$15.00	
	Other Animal	$75.00	
Maintenance and sustenance charge for each twenty-four (24) hour period or part thereof that the Dog has remained in the Animal shelter	Dog	$25.00	As per Bylaw No. 614
	Cat	$15.00	
	Bird, rabbit or rodent	$10.00	
	Other Animal	$25.00	
Kennel Fees	Boarding Kennel licence	$200.00	As per Bylaw No. 614

Development Services

Item	Item Detail	Fee	Fee Description
Address Change For Personal Preference	Detached or Duplex Residential	$250	
	Attached Residential	$250 plus $25 per attached residential unit	
Business Licence	Home Crafts	$50.00	As per Bylaw No. 952
	Home Occupation	$100.00	
	Non-resident	$100.00	
	Commercial - small	$100.00	Less than 464 m2 (5,000 ft2). As per Bylaw No. 952.
	Commercial – large	$200.00	464 m2 (5,000 ft2) and larger. As per Bylaw No. 952.
	Intermunicipal	$100.00	As per Bylaw No. 952
	Intercommunity	$170.00	As per Bylaw No. 952
	Apartments	$15 per unit (minimum $100)	As per Bylaw No. 952
	Pub	$500.00	
	Liquor sales	$300.00	Off-site consumption. As per Bylaw No. 952
	Drug Paraphernalia	$2,000.00	As per Bylaw No. 952
	Transfer place of business	$10.00	
	Late renewal of licence	10% or $25.00, minimum $25.00	
	Retail Cannabis Store	$1,500.00	As per Bylaw No. 1123
Comfort Letter	Detached or Duplex Residential	$150 per address	
	Commercial/Industrial/Attached Residential	$200 plus $25 per attached residential unit base fee	$60/hr for every hour after four hours
Filming Permit, Commercial – Movie, TV, Tour Photography, Photography	Crew Size Under 10	$62.47	Hourly fee
	Crew Size 10 or more	$124.96	Hourly fee
	Application Changes/Rescheduling	$41.65	Per change
	City Services Deposit	Up to $20,000	(at the discretion of Town of View Royal Director or CAO) Refundable deposit
Liquor licence applications that require local government input (not including municipal operations)	New applications	$500.00	Per application
	Revisions to existing licences	$300.00	Per application
	Applications that require public notification	$175.00 additional plus actual cost of advertising, notices and postage	Per application; deposit equal to estimated cost of advertising, notices and postage required from applicant with application

Planning Application	Rezoning and temporary commercial or industrial use permits	$2,200.00	
	Development Permit/Development Variance Permit	$550.00 for first five variances	
	Additional Variance Fee	$100.00 per variance	
	Large Projects Fee	Gross floor area (sq. m.) x $1.15	All commercial and industrial projects, and residential projects over 4 dwelling units
	Official Community Plan or Land Use Contract amendment	$2,200.00	
	Public Hearing Deposit	$2500 (plus increments of $500 as necessary)	
	Public notification for a Development Permit with Variance or Development Variance Permit	$200.00	***(Amendment Bylaw No. 1141)***
	Board of Variance application/appeal	$300.00	
	Public notification for Board of Variance Application	$200.00	***(Amendment Bylaw No. 1141)***
	Subdivision application	$2,200 + $100 per lot created	
	Application for an Air Space Subdivision	$10,000.00	
	Final Approval of Subdivision	$500.00 + $100 per lot created	
	Final Approval of Air Space Subdivision	$10,000.00 plus all legal costs associated with the preparation and review all documents to be registered	
	Statement of Conditions Renewal or extension	$750.00	
	Approval of Phased Strata Plan; or amendment of a Phased Strata Plan (due upon Form P submission)	$500.00	Per Phase
	Lot line adjustment	$750.00	
	Application for exclusion from Agricultural Land Reserve	$2,000.00	
	Subdivision or non-farm use of land within Agricultural Land Reserve	$1,000.00	
	Covenants	Actual cost	Applicant will re-imburse town for all costs associated with preparation of covenants, easements and SRW's
	Public meeting required by Council regarding lands within Agricultural Land Reserve	$1,800.00	
	Landscape Installation Security (Security Deposit)	120% of estimated cost of works and services for landscaping and screening installation	As per Section 6.8 of Bylaw No. 900 ***(Amendment Bylaw No. 1078)***
Secondary Suite Type 2 Permit renewal		$100.00	As per Bylaw No. 1127
Sign Permit	Permanent Sign	$250.00	As per Bylaw No. 35
	Commercial Real Estate Sign	$250.00	

	Temporary Sign	$550.00	
	Temporary Sign renewal fee	$50	As per Section 48.7.d of Bylaw No. 35

Engineering

Item	Item Detail	Fee	Fee Description
Subdivision and Development – Engineering Administration and Inspection fee			
	Fee	4% of estimated cost of installation of required works and services. The minimum fee is $300	Section 6.2a) of Bylaw No. 985
Residential Garbage and Household Food Waste Collection	**Curbside Collection**		As per Bylaw No. 745 ***(Amendment Bylaw No. 969, 991, 1021, 1046, 1070, 1098 and 1115)***
	Fee	**Effective Date**	
	$ 250.00 per Dwelling Unit	January 1, 2023	
	$ 265.00 per Dwelling Unit	January 1, 2024	
	$ 275.00 per Dwelling Unit	January 1, 2025	
	$ 290.00 per Dwelling Unit	January 1, 2026	
	$ 300.00 per Dwelling Unit	January 1, 2027	
	On-site Collection		
	Fee	**Effective Date**	
	$ 500.00 per Dwelling Unit	January 1, 2023	
	$ 530.00 per Dwelling Unit	January 1, 2024	
	$ 550.00 per Dwelling Unit	January 1, 2025	
	$ 580.00 per Dwelling Unit	January 1, 2026	
	$ 600.00 per Dwelling Unit	January 1, 2027	
	Extra Bag Decals		
	Fee	**Effective Date**	
	$ 3.50 per decal	June 1, 2022	
Sanitary Sewer Usage Fee – Minimum Fee	Town of View Royal Rate	$37	As per Bylaw No. 397 ***(Amendment Bylaw No. 1108, 1122, 1148, 1158 and 1182)***
	Capital Regional District Rate	$63	
	TOTAL MINIMUM FEE PER PREMISE:	$100	
Sanitary Sewer Usage Fee – Prescribed Rate	Town of View Royal ($/m3)	$0.9795	
	Capital Regional District Rate ($/m3)	$1.6955	
	TOTAL PRESCRIBED RATE PER CUBIC METRE:	$2.6750	
Application for Sewer Connection	Connection to sewer system	$250.00 per connection	
	Dye Test	$100.00 per test	
Application for Storm Drain Connection	Connection to storm drain system	$250.00 per connection	As per Bylaw No. 902
	Dye Test	$100.00 per test	
	Inspection	$250.00 per inspection of new or amended infrastructure	
Request for Traffic Data	Request for existing traffic data	$0	For existing traffic data Town already has in files

	Request for traffic count data from signalized intersection	Actual cost of contractor/consultant invoice(s) plus Staff Time (see Admin Department)	Per location. Fee includes contractor to retrieve data from signal mainframe; possible use of consultant to get data into readable format; and staff time to coordinate and send data
	Traffic data request for new location - using Town counter	$100	Flat fee per location. Includes set up and pick up of counter and supply of basic data derived from counter
	Traffic data request for new location - using Town counter including data analysis	$100 plus Staff Time (see Admin Department)	Flat fee per location plus staff time for analysis and associated reports
Application for Permit - Tree Removal/Alteration	Request to remove or alter a tree	$0.00	As per Section 5.8.1 of Bylaw No. 1069
	At the sole discretion of the Director, fee charged if applicant cannot comply with permit requirement of 2 replacement trees for every 1 removal	$700.00 per replacement tree	As per Section 5.21 of Bylaw No. 1069
	Re-inspection Fee	$100.00	As per Section 5.9 of Bylaw No. 1069
	Priority Processing Fee	$100.00	As per Section 5.8.2 of Bylaw No. 1069
Amenity Donations	Donation for the purchase of bench amenity item	$2,700 plus additional $300 for plaque if desired	Per bench. Average cost for administration, purchase and installation of item.
	Donation for the purchase of picnic table amenity item	$2,200 plus additional $300 for plaque if desired	Per picnic table. Average cost for administration, purchase and installation of item.
	Donation for the purchase of bike rack amenity item	$1,200 plus additional $400 for plaque and base if desired	Per bike rack. Average cost for administration, purchase and installation of item.
	Donation for the purchase of tree amenity item	$600 plus additional $400 for plaque and base if desired	Per tree. Average cost for administration, purchase and installation of item.
Community Gardens	Annual fee	n/a	Per garden plot
	Annual fee - small plot	$20	Per garden plot
	Annual fee - medium plot	$25	Per garden plot
	Annual fee - large plot	$30	Per garden plot
Electric Vehicle Charging Stations – User Fees	Per hour fee for the first three hours	$1.00	Per location
	Per hour fee for each hour thereafter following the first three hours	$2.00	

Finance

Item	Item Detail	Fee	Fee Description
Account Receivable – interest charges	Invoices outstanding over 30 days from end of month billed	1.5% per month 20% compounded annually	As per Bylaw No. 703
Annual Gross Tax Information File	USB Key	$60.00 per copy	
Business Licence List		$0.50 per page $7.50 minimum to a maximum of $30.00	
Property Tax Certificate	For a registered owner or mortgage holder	$0.00 per certificate of statement	
	Other than for a registered owner or mortgage holder	$30.00 per certificate (one roll number)	
Statement of Financial Information, including Annual Report	Fee set by Provincial "Financial Information Regulation"	$7.50 per copy	

Fire

Item	Item Detail	Fee	Fee Description
False Alarm	First false alarm	$0.00	As per Bylaw 658
	Second false alarm	$150.00	
	Third and subsequent false alarm	$500.00	
Display Fireworks Permit	Permit for a display Fireworks Show	$75.00	As per Bylaw 640
Fireworks Permit	Permit for a Fireworks	$1	
Pyrotechnics Fire Safety Plan Review		$150.00	

Police (RCMP)

Item	Item Detail	Fee	Fee Description
Collison Report	Law firms, insurance companies	$60.00	As per Bylaw 1023
	First copy to ICBC, driver, property owners, passengers, etc.	No charge	
	Second copy	$25.00	
Traffic Analyst/Reconstruction Report	Per report	$250.00	
Mechanical Inspection Report	Per report	$100.00	
Field Diagrams/Scene Sketch	Not to scale	$25.00	
	To scale	$50.00	
Court Orders	1-2 hours	$80.00	
	Each additional hour	$30.00	
Search fee for multiple files	Per hour	$30.00	

Investigative Reports	Police report/synopsis of incident/insurance claim report	$60.00	
Police Information Check	Adoption/Homestay/Employment	$70.00	
	Practicum	$35.00	
Fingerprints	Manual and Electronic	$70.00	
	Each additional set	$25.00	
Criminal Records Review Program	Electronic fingerprints – volunteer and employment	$70.00	
	Each additional set	$25.00	
Transcribed Statements	Per statements	$30.00	
Electronic Media (photos, videos, in-car video, etc.)	Per file	$25.00	
Audio Recordings	Per audio recording	$30.00	
CD/DVD's	Supply of single CD or DVD	$2.50	

Streets

Item	Item Detail	Fee	Fee Description
Removal and Impoundment	Up to 65kg, first detention or removal	$25.00	As per section 7.3 Bylaw No. 980
	Up to 65kg, second or subsequent detention or removal	Actual cost plus 15%	
	Over 65kg first detention or removal		
	Over 65kg second or subsequent detention or removal		
	Skateboard or other human powered device detention	$2.00 per day	
Boulevard Improvement of Modification Permit		$0	As per section 7.9.2 Bylaw No. 980
Driveway Crossing Permit	Installation of a new driveway or modification of an existing driveway	$100 per crossing	As per section 7.9.2 Bylaw No. 980
Street Use Permit	Community (Not for Profit)	$0	As per section 7.9.2 Bylaw No. 980
	Commercial	$50 per day	As per section 7.9.2 Bylaw No. 980
Street Construction Permit	Development Servicing	Engineering Inspection fee plus deposit	As per section 7.9.2 Bylaw No. 980
	Capping Services prior to Demolition of a building	$300 plus Deposit	
	Driveway Crossing	Application fee plus Deposit	
	Permit Renewal	$50	
Oversize Vehicle Permit	Oversized vehicle with or without a pilot vehicle, or a house move	$50	As per section 7.9.2 Bylaw No. 980
Towing and Impoundment of Vehicles		Actual cost plus 15%	As per section 8.10 Bylaw No. 980
Street Occupancy Permit		$0.75 per square meter per day	As per section 11.2.1 Bylaw No. 980