



Development Services Application, Permit & License Fees

The following guide provides an overview of costs generally associated with development-related applications, permits, and licenses for the Town of Smithers and is to be used for informational purposes only. Fees are available in the Fees and Charges Bylaw No. 2003. For more information, please contact the Development Services Department at (250) 847-1600.

Building Permit	\$80 Preliminary Application Fee (residential / commercial projects) Total fee is based on construction value. The applicant provides construction value and the Building Inspector calculates an estimate according to the plans and Schedule 'B' from the Building Bylaw. • Value between \$1 and \$1,000,000 - \$6.25 per \$1,000 • Value over \$1,000,000 - \$5.50 per \$1,000 <u>Additional costs may include:</u> ☐ Certificate of location, lot consolidation ☐ Development Permit if within a Development Permit Area. ☐ Installation of a water meter. ☐ Water, sewer, and sanitary service connections. ☐ Frontage improvements ☐ Encroachment Agreement or License of Occupation Agreement. ☐ Off-street parking (outlined in Section 2.10 of the Zoning Bylaw).
Business License	\$165 - \$1,030 Annual Fee (see Schedule 'J' of Fees & Charges Bylaw 2003) <u>Additional costs may include:</u> ☐ Building Permit for upgrades (i.e. accessible washroom). ☐ Adding the Town as "Additional Insured" to liability insurance if you utilize Town property (i.e. sidewalk seating). ☐ Sign Permit for signage. ☐ Off-street parking (outlined in Section 2.9 of the Zoning Bylaw 1403).
Development Permit Development Permit with variance (minor) Development Permit with variance (not minor)	\$775 Application Fee \$825 including Minor Variance Application Fee \$1,135 including (not Minor Variance) Application Fee <u>Addition costs may include:</u> ☐ Refundable security to guarantee permit conditions. ☐ Certificate of location. <u>Additional costs may include:</u> ☐ Lane &/or parking paving, sidewalk construction and landscaping. ☐ Water, sewer, and sanitary service connection. ☐ Refundable security deposit for landscaping, sidewalk and paving. Security is for 120% of the costs and returned upon project completion. See works and services. ☐ Registered parking covenant &/or cash-in-lieu for parking. ☐ Studies (i.e. environmental impact or geotechnical analysis). ☐ Building Permit.
Development Permit Amendment	\$620 Application Fee <u>Addition costs may include:</u> Additional refundable security to guarantee permit conditions.
Development Variance Permit	\$775 Application Fee

Development Variance Permit (minor)	\$310 Application Fee
Board of Variance	\$775 Application Fee
Land Use Information (Comfort) Letters	\$55 Single Family Residential Property (per letter) \$80 Other Properties (per letter)
Liquor Cannabis Licensing	\$930 New Liquor Primary / Liquor Primary Club License \$930 New Cannabis Retail License \$415 Amendment to Existing License Requiring a Council Resolution Fee • Liquor Primary/Liquor Primary Club • Manufacturers • Food Primary • Cannabis Retail \$310 Temporary Amendments (Event) to Liquor License <u>Additional costs:</u> □ A municipal liquor license process and a non-medical cannabis retail license are a separate, yet compulsory process when applying to the Liquor Cannabis Control and Licensing Branch for certain liquor licenses. Applicants must apply concurrently for a municipal and provincial license. Please check the LCRB website for specific details on the provincial application process, fees and requirements.
Official Community Plan (OCP) &/or Zoning Amendments	\$2,060 Joint OCP & Rezoning Application Fee \$1,545 OCP Amendment Application Fee \$1,545 Zoning Bylaw Amendment <u>Additional costs may include:</u> □ Signage as prescribed by the Town of Smithers (required for <u>all</u> joint OCP and Zoning Amendment Applications). □ Development approval information □ Legal costs (restrictive covenants, statutory rights-of-way, easements, or other legal agreements or documents required). □ Studies (i.e. traffic impact study)
Sign Permit Main Street Tree Sign Main Street Tree Sign Name Change	\$55 Permit Fee \$255 Included Fabrication and Installation \$155 Included Fabrication and Installation <u>Additional costs may include:</u> □ Adding the Town of Smithers as “additional insured” to liability insurance if the sign is displayed on or above Town property (i.e. projecting signs or sandwich board signs).
Subdivision	\$415 Preliminary Subdivision Application Fee (without road closure) \$1240 Preliminary Subdivision Application Fee (with road closure) After Preliminary Subdivision Review (PSR) letter is issued: \$515 for the first parcel created by subdivision + \$105 for each subsequent parcel <u>Additional costs may include:</u> □ Development Permit if within a Development Permit Area.

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- ☐ Servicing Agreement for off-site works (including refundable security and non refundable administration fee). See works and services.
 - ☐ Water, sewer, and storm service connection.
 - ☐ Legal costs (restrictive covenants, statutory rights-of-way, easements, or other legal agreements or documents required).
 - ☐ Construction of sidewalk, lane, or road to Town standards.
 - ☐ Parkland dedication or cash-in-lieu.
 - ☐ Studies (i.e. environmental impact or traffic impact).
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Strata Conversion

\$250 Application Fee (4 or less units)

\$600 Application Fee (more than 4 units)

If approved, **\$500** for the first strata lot and **\$100** for each subsequent.

Additional costs may include:

- ☐ BC Building Code compliance report.
 - ☐ Building or site upgrades to comply with the BC Building Code, Subdivision Servicing Bylaw and/or Zoning Bylaw regulations.
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Temporary Use Permit Temporary Use Permit Extension

\$1,030 Application Fee (valid for maximum 3 yrs; eligible for renewal once)

\$1,030 Application Fee (valid for maximum 3 yrs; no renewal)

Addition costs may include:

- ☐ Refundable security to guarantee permit conditions.
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Servicing Agreement

Total fee is based on administrative and processing costs for off-site works and services. Included with this fee are costs associated with required inspections.

Additional costs may include:

- ☐ Refundable security deposit for off-site works and servicing. Security is for 120% of the costs associated with off-site works and services. The applicant provides a construction estimate as well as drawings, details and specifications for the works. The Development Services Department will review the submission(s) and provide additional drawings and details as necessary to ensure the works are completed to Town standards. Security is returned upon substantial completion of the works. A deficiency holdback may be retained from the security at this time, which will be released when deficiencies are satisfactorily addressed.
- ☐ Test-pit excavations to determine extent of works to be undertaken.

For further information contact:

Town of Smithers Development Services Department

1027 Aldous Street

PO Box 879

Smithers, BC V0J 2N0

Telephone: (250) 847-1600 Fax: (250) 847-1601

Office Hours

Monday to Friday (except Holidays)

8:30 am to 4:30 pm

Please consult the Local Government Act and its regulations, the Strata Property Act, Official Community Plan, Development Procedures Bylaw, Subdivision Servicing Bylaw, Zoning Bylaw, Building Bylaw, Liquor Licensing Policies and Fees and Charges Bylaw for definitive requirements and procedures. Copies of all Town bylaws are available online at www.smithers.ca.