

MUNICIPALITY OF BROCKTON BUILDING PERMIT FEES REVIEW



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BUILDING PERMIT FEES REVIEW

October 10, 2025

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File No. 25052

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1.0 INTRODUCTION

The intent of this report is to summarize the review and analysis undertaken to examine the current building permit fees in the Municipality of Brockton. Staff at B. M. Ross and Associates Limited (BMROSS) conducted a review of building permit fees to ensure the current fee structure is sufficient to recoup costs associated with the continued provision of services under the Building Code Act, 1992 (BCA). This includes an assessment of the existing dedicated reserve fund. The work completed as part of this study includes an assessment of the building permit fees in adjacent municipalities and their methods of cost recovery.

This review included the following activities:

- Review of background materials, including building permit and planning application information, and the legislative requirements under the BCA;
- A meeting with staff to identify direct and indirect costs, issues and concerns with the current fee structure;
- Forecasting future revenues and expenses to assess future balances within the reserve fund;
- Assessing future expenses in relation to future balances within the reserve fund, and
- Identifying recommendations for new fees or changes to existing fees based on the analyses undertaken.

2.0 LEGISLATIVE REQUIREMENTS

The ability to charge and collect fees associated with activities related to building permits is provided to municipalities through the BCA. Under Section 7 (1)(C) of the BCA, municipalities may implement a by-law requiring the payment of fees for

- the application for and issuance of permits;
- maintenance inspections;
- the provision of documents and records; and
- providing information with respect to records of complaints and the enforcement of those actions

The BCA also allows municipalities to charge interest and other penalties for fees that are overdue or unpaid. It also specifies the circumstances under which refunds may be issued.

Under Section 7(2) of the BCA, the fees collected for the above-noted activities must not exceed the “anticipated reasonable cost” to the administrator and enforce the BCA. The BCA also includes a requirement for reduced fees for buildings constructed under the appointment of a registered code agency.

Municipalities may also establish a reserve fund for surplus permit fee revenue. The intent of the reserve fund is to serve as a stabilization fund that can be drawn upon when permit fee revenues do not meet the direct and indirect expenditures. This recognizes that construction activities may fluctuate on an annual basis. It also prevents burdening taxpayers with increases to the tax levy to cover costs when expenditures exceed permit revenue. The money held in this reserve account can only be used to pay for the direct and indirect costs associated with providing building permit services and inspections. The legislation does not provide any direction or limit on the amount that may be held in the reserve.

There is also a requirement for the preparation of an annual report on the fees collected. This report must document the total fees collected, the direct and indirect (including support and overhead) fees to administer and enforce activities under the BCA. The balance of the reserve fund, if established, must also be reported on an annual basis.

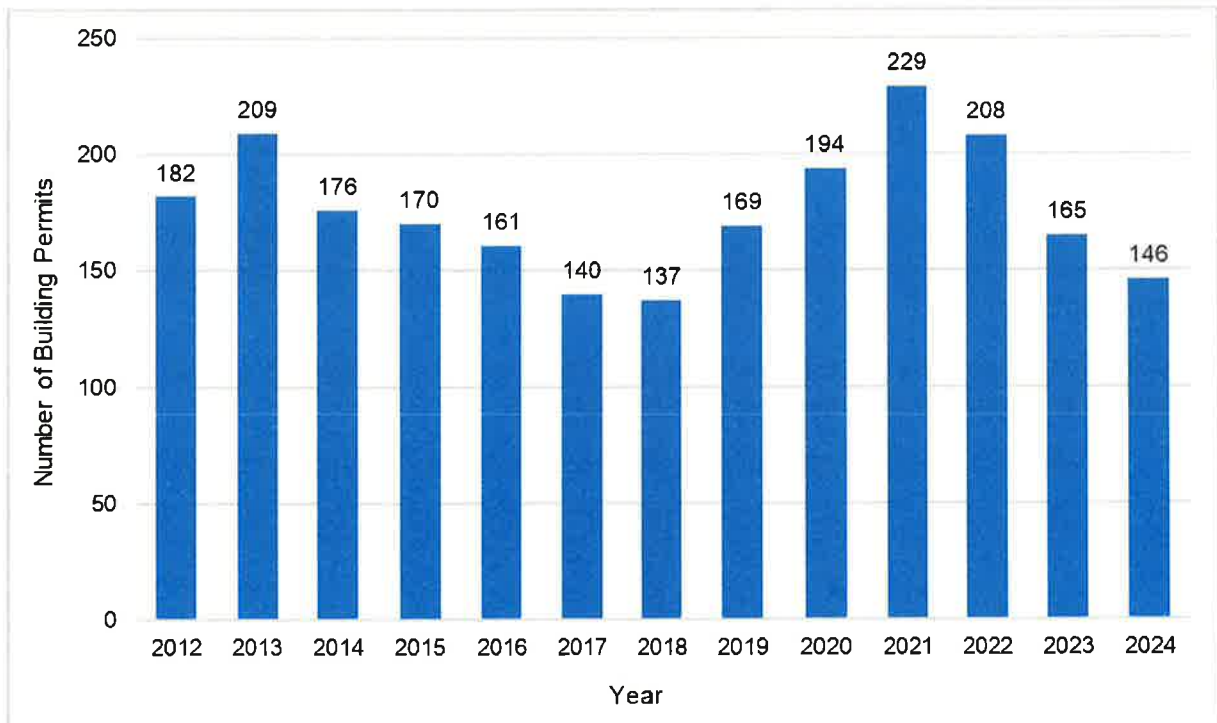
If a municipality wishes to change the building permit fees, there is a requirement under the BCA to hold at least one public meeting. There must be 21 days notice of the meeting provided, and the municipality must ensure that anyone who has requested notice receives a copy. The notice must set out the intention to change, or impose fees, as well as an estimate of the costs of administering and enforcing the act, the amount of the fee or change in fee, and the rationale behind the change. Alternatively, the notice may set out that aforementioned information can be made available upon request.

3.0 BUILDING PERMIT ACTIVITY, REVENUES AND EXPENDITURES

3.1 Historical Building Permit Activity

Brockton staff provided building permit information from 2012 to 2024 (13 years). Over this period, the total number of building permits has varied between a low of a total of 137 permits issued in 2018 to a high of 229 permits issued in 2021. Over the past 13 years, the average number of building permits issued per year is 175. Between 2013 and 2018, the total number of building permits decreased on an annual basis, then between 2019 and 2021 the number of permits issued increased annually. The number of permits issued on an annual basis has decreased in recent years, since 2021. In 2024, there were 146 building permits issued, which is a 36% decrease from 229 permits issued in 2021. The total annual number of building permits over the last 13 years is summarized in Figure 3.1.

Figure 3.1 Annual Number of Building Permits Issued, 2012-2024



The main source of variation in the total annual number of building permits issued is the variation in the number of residential permits issued annually. Residential permits, including for new residences and alterations, make up the majority of permits issued, ranging from 38.2% of permits issued in 2013 to 61.6% in 2021. Annually, residential permits average 48.3% of the total permits issued. From 2012 to 2024, 2018 had the lowest number of residential permits issued (58), and the highest number issued was in

2021 (141). The higher number of residential permits in 2021 reflects the increased residential building activity that occurred during the COVID-19 pandemic.

Permits for agricultural buildings are the second most common issued in Brockton. On average, over the last 13 years, 19% of the permits issued are categorized as agricultural. The total number of agricultural permits has varied between 21 issued in 2020 and 49 issued in 2013. Annually, the average number of agricultural building permits issued per year is 33.

Annually, there is an average of 22 septic permits issued. The annual number of septic permits issued over the past 13 years has varied between 12 issued in 2017 and 35 in 2022.

Permits issued for signs, garages, pools and tents were categorized as 'miscellaneous' for the purposes of this analysis. The number of miscellaneous building permits varies annually, but averages approximately 18 permits per year. The most miscellaneous building permits over the study period were issued in 2013, with 24 permits issued.

Commercial permits, including new and alterations, on average are 5% of the annual permits issued. The total number of commercial building permits has ranged from 3 issued in 2018 to 12 in 2012. The annual average number of commercial building permits is 9.

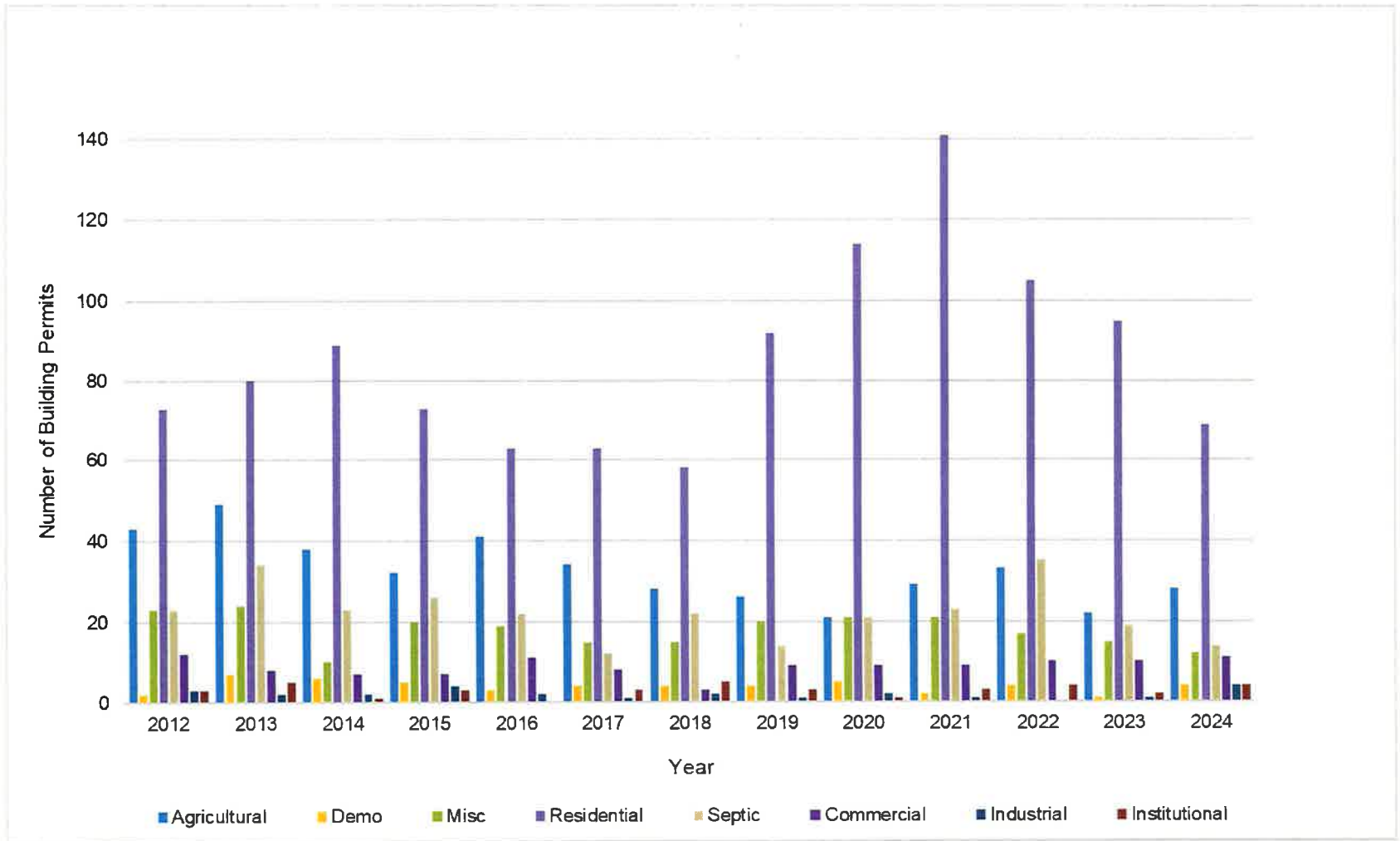
Industrial, institutional and demolition permits account for approximately 5% of the building permits issued over the last 13 years. An average of 9 industrial, institutional and demolition permits are issued per year.

The number of permits issued by permit type per year (i.e., residential, agricultural, etc.) is shown in Figure 3.2 and summarized in Table 3.1.

Table 3.1 Number of Building Permits Issued by Category, 2012-2024

Category	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Agricultural	43	49	38	32	41	34	28	26	21	29	33	22	28
Demo	2	7	6	5	3	4	4	4	5	2	4	1	4
Misc.	23	24	10	20	19	15	15	20	21	21	17	15	12
Residential	73	80	89	73	63	63	58	92	114	141	105	95	69
Septic	23	34	23	26	22	12	22	14	21	23	35	19	14
Commercial	12	8	7	7	11	8	3	9	9	9	10	10	11
Industrial	3	2	2	4	2	1	2	1	2	1	0	1	4
Institutional	3	5	1	3	0	3	5	3	1	3	4	2	4
Total	182	209	176	170	161	140	137	169	194	229	208	165	146

Figure 3.2 Annual Total of Building Permits by Category, 2012-2024



3.2 Permit Revenues

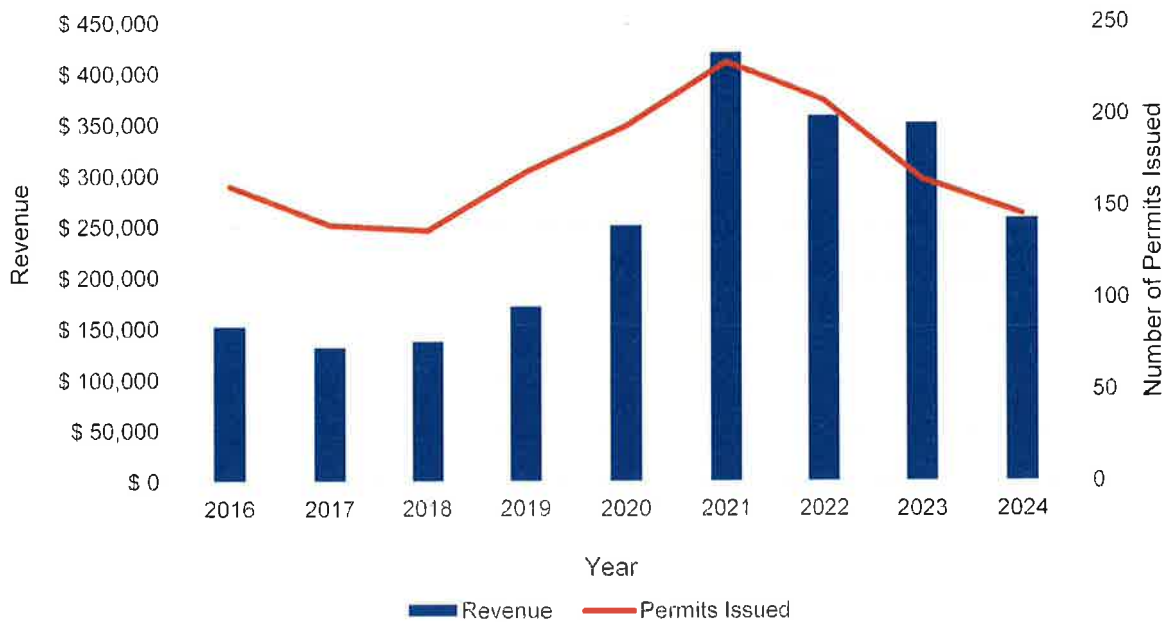
Annual revenue for the building department from 2016 to 2024 is summarized in Table 3.2. The majority of revenue is sourced from building permit fees. The revenue noted in the table below does not include transfers from the building services stabilization fund. It is also noted that in 2022, a grant of \$13,764 was received and is included in the total revenue from that year.

Table 3.2 Building Department Revenue, 2016-2024

Year	Total Revenue
2016	\$ 152,043.70
2017	\$ 131,889.30
2018	\$ 137,802.20
2019	\$ 172,179.90
2020	\$ 251,819.90
2021	\$ 421,368.00
2022	\$ 358,965.30
2023	\$ 351,789.50
2024	\$ 258,133.30

The average annual revenue for the building department is \$248,443. Revenue for the building department will vary annually based on the number of permits issued as well as the permit fee as determined by the size of the building for commercial, industrial, institutional, residential and agricultural permits. In the past 9 years, the lowest revenue was \$131,889 in 2017. The year with the highest revenue was 2021, with \$358,965 in permit fees collected. This corresponds with the highest number of permits issued. Following 2021, revenue has decreased, following the declining trend in the number of permits issued. It should also be noted that revenues increased starting in 2020 following the implementation a higher fee structure. Figure 3.3 shows permit revenues and the number of permits issued.

Figure 3.3 Annual Number of Permits and Total Revenue by Year, 2016-2024



3.3 Expenditures

Annual actual expenditures for the building department between 2016 and 2024 were provided by staff. Expenditures include direct costs related to the provision of services as required by the BCA, including wages, benefits, milage and supplies, as well as indirect costs including insurance, vehicle maintenance and other costs related to general overhead. The annual expenditures for the building department are summarized in Table 3.3.

Table 3.3 Total Expenditures by Year, 2016-2024

Year	Total Expenditures
2016	\$ 131,112.03
2017	\$ 132,558.63
2018	\$ 120,168.56
2019	\$ 149,627.89
2020	\$ 139,225.76
2021	\$ 129,034.61
2022	\$ 252,400.74
2023	\$ 302,998.35
2024	\$ 295,630.76

Expenditures for the building department have increased from 2016 to 2024. In 2024, the total expenditures were \$295,630, which is a 125% increase from the 2016 expenditures. Generally, an increase in expenditures was observed in 2022 and this is attributed to an increase in the staff complement of the building department. This resulted in increase wage and benefit expenditures. In general, wages vary between 56% and 66.5% of the total expenses per year. In 2024, the greatest proportion of the total expenses was attributed the wages, accounting for 66.5% of the annual expenses. Benefits generally account for between 19% and 23% of the total expenses per year. The implementation of an e-permitting system is also a recent expense that has increased total expenditures since 2022. This includes the initial implementation of the software and subsequent annual subscription fees.

In the period from 2016 to 2024, there have only been two years when permit revenues were lower than total expenses. In 2017, a transfer from the building services stabilization fund was required in the amount of \$670 and then again in 2024 when \$37,500 was required.

3.4 Building Services Stabilization Fund

Under the OBC Act, municipalities may establish a reserve fund to offset deficits in the direct and indirect costs associated with the provision of building services. The Municipality of Brockton has a building services stabilization fund that is drawn from when expenditures exceed the fees collected for building permits. When there is a surplus in permit revenue, the balance is transferred into that reserve fund. The fund is a dedicated reserve fund and can only be drawn upon for expenses related to operation of the Building Department and related support services.

The starting reserve balance of the stabilization fund, interest, transfers in and out, and end of year balance from 2017 to 2024 are shown in Table 3.4. The balance of the reserve fund, as of the end of 2024 is \$651,578.07.

Table 3.4 Building Services Stabilization Fund Balance, 2017-2024

Year	Starting Balance	Transfers In	Transfers Out	Interest	End of Year Balance
2017	\$ 55,529.98	0	\$ 699.32	\$ 275.35	\$ 55,106.01
2018	\$ 55,106.01	\$ 17,633.59	0	\$ 794.93	\$ 73,534.53
2019	\$ 73,534.53	0	\$ 882.00	\$ 2,187.43	\$74,839.96
2020	\$ 74,839.96	\$ 141,577.27	\$ 6,431.11	\$ 784.18	\$ 210,770.30
2021	\$ 210,770.30	\$ 292,334.21	\$ 657.56	\$ 1,919.59	\$ 504,366.54
2022	\$ 504,366.54	\$ 117,744.36	\$ 11,179.63	\$ 9,785.44	\$ 620,716.71
2023	\$ 620,716.71	\$ 78,880.02	0	\$ 22,092.34	\$ 721,689.07
2024	\$ 721,689.07	\$ 0	\$ 97,100.43	\$ 26,989.44	\$ 651,578.07

There was a significant increase in the balance of the stabilization fund as a result of the increased permit revenue collected in 2021. That year, \$292,334 in excess revenue was deposited into the stabilization fund. In 2017, funds were withdrawn from the reserve to offset expenditures for the previous year. Transfers out of the fund from 2018 to 2021 are related to interest reallocations. The transfers out of the fund in 2024 include a transfer related to buy out of a leased vehicle (\$29,514) and transfers to offset 2024 expenses.

The OBC Act does not specify or provide any guidance on the amount to be held in stabilization reserve funds. Municipalities, therefore, have flexibility in determining the amount to be held in reserve. The reserve fund is typically used to reduce any impacts of unanticipated additional costs (e.g., legal fees, changes to permit systems, need for additional staff) related to administrating building code activities, and yearly fluctuations in the revenue collected from building permit fees.

In many municipalities, the target amount for the stabilization fund is equivalent to the annual operating costs of the Building Department. Some municipalities, depending on size and forecasted needs, have reserve targets of 1.5 to 1.8 times the annual operating costs. Some municipalities, through motions of Council, have established caps for the stabilization funds. Table 3.5 summarizes the average annual operating costs from 2022-2024, reserve targets of 1.5 and 1.8 times that, and the current reserve balance. The annual operating costs are based on the 2022 to 2024 expenditures to reflect current staff remuneration expenses.

Table 3.5 Reserve Targets Based on Average Annual Operating Costs

Cost	Amount
Average annual operating cost (2022-2024)	\$ 283,676.62
Reserve target - 1.5x annual operating costs)	\$ 425,514.925
Reserve target - 1.8x annual operating costs)	\$ 510,617.91
Current reserve balance	\$ 651,578.08

The current reserve balance is 2.30 times the average annual operating costs. In the Municipality of Brockton, there is no policy regarding a target or cap for the stabilization reserve fund.

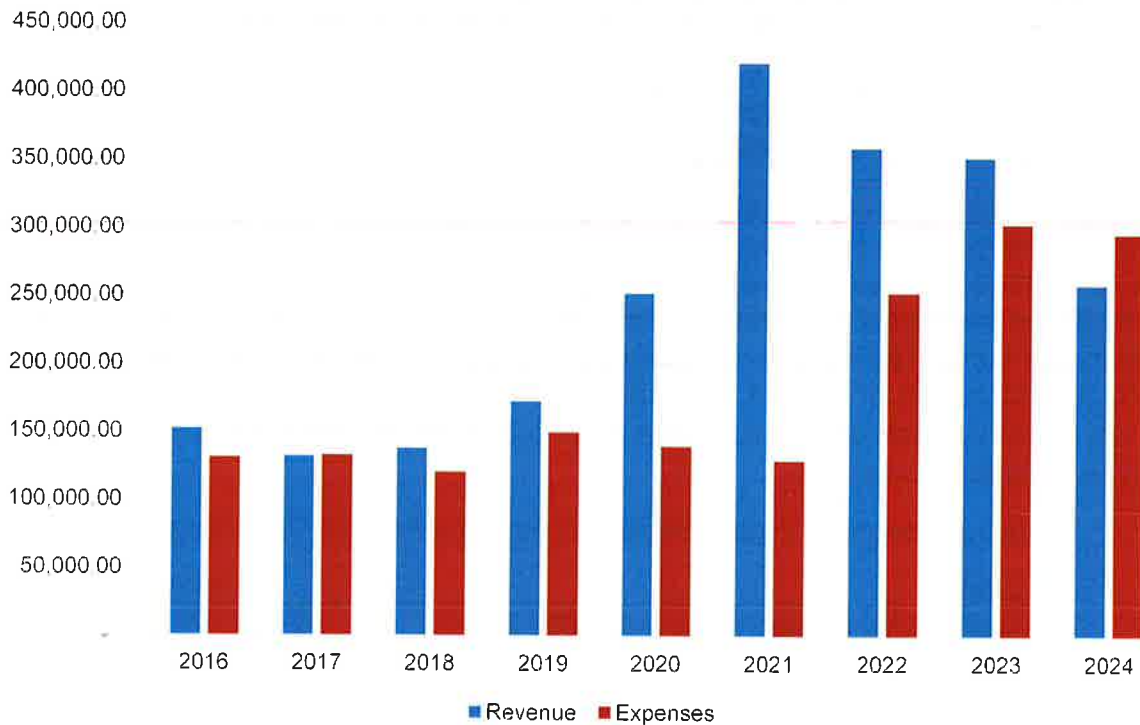
From discussions with staff, future expenses for the building department include a majority share (80%) in two replacement vehicles, as well as software subscription increases.

4.0 EVALUATION OF BUILDING FEES

4.1 Cost Recovery Analysis

To evaluate the cost recovery of the current building permit fees, the annual revenue was compared against the annual expenditures attributed to the building department. Figure 4.1 shows the annual revenues and expenditures from 2016 to 2024.

Figure 4.1 Building Department Revenue and Expenditures, 2016-2024



For the period from 2016 to 2024, cost recovery of building department expenses varied between 87% and 326%, with the greatest cost recovery occurring in 2021. The average cost recovery is 144% but in recent years (2022 to 2024), this has decreased to 115%. On an annual basis between 2016 and 2024, the average difference between expenditures and revenues is \$64,800. If 2021 is excluded from the calculation, the difference decreases to an average of \$36,360. The number of permits issued and increase wage and benefit expenses are the most significant factors impacting cost recovery.

4.2 Evaluation of Current Building Permit Fees

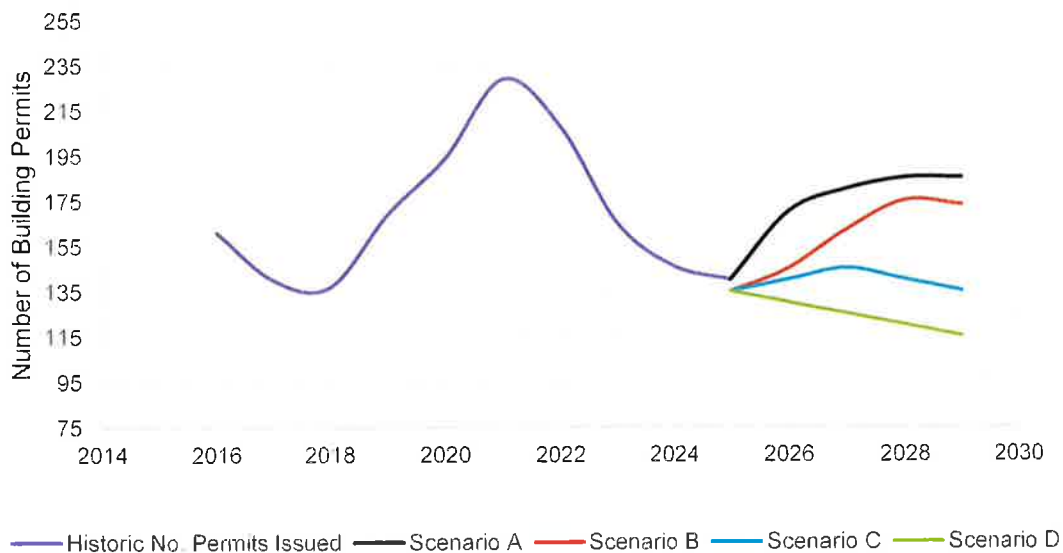
To evaluate the current building permit fees (included as Appendix A) and their current ability to sustain the direct and indirect operating costs of the Building Department, four future scenarios were considered. These scenarios were used to estimate future permit

fee revenues to 2029 and then compared against projected future expenses to determine impacts to the reserve fund balance. The scenarios considered as part of this evaluation include:

- A. A short-term average of 172 permits per year – under this scenario, the average number of permits will be maintained at the current 9-year average. The annual number of permits will vary between 140 and 185 permits per year.
- B. A short-term average of 158 permits per year – under this scenario, the average number of permits will decline to 158. The annual number of permits will vary between 135 and 175 permits per year.
- C. A short-term average of 139 permits per year – under this scenario, the average number of permits will decline to 139. The annual number of permits will vary between 135 and 145 per year.
- D. A short-term average of 125 permits per year – this scenario models a sustained decline in permits per year. Permits will vary between 115 and 135 permits per year.

These scenarios represent a range of future conditions to test the current fee structure against potential future expenditures. The scenarios in terms of permits issued per year are shown in Figure 4.2.

Figure 4.2 Forecasted Permit Scenarios



For each scenario, the permit revenue was estimated from the number of permits based on the average permit revenue per permit between 2020 and 2024. This time period was chosen as it is representative of the current permit values after the last update to fees in 2019. The forecasted revenue was then compared against projected expenditures. Between 2025 and 2029, it is expected that direct and indirect expenditures will increase from \$295,630.76 to \$343,592.

Expenses are expected to increase over the next 5 years as a result of the continued increase in direct costs, primarily wages, benefits and the replacement of two vehicles. For the purposes of this analysis, a 1.5% annual increase to wages was applied. From information from staff, vehicle purchases were included in 2027 and 2028 with 80% of the costs attributed to the building department. For the reserve balances, an interest rate of 3.5% was utilized.

The revenue, interest earned, transfers in and out of stabilization fund and stabilization reserve fund balance at the end of the year for each scenario is summarized in Table 4.1.

Under Scenario A, the forecasted number of permits is expected to hold at the current 9-year average. Revenue under this scenario varies from \$245,390 to \$324,267, which results in four years of deficits based on the modelled expenditures. The annual expense deficit varies from \$5,531 to \$54,162. This results in a total of \$102,235 required from the stabilization fund to offset expenditures. Interest will offset the decline in the stabilization fund, with a balance of \$669,255 in 2029.

Scenario B forecasts a decrease in the number of permits to 135 per year followed by an increase to 175, modeling a slight overall decrease in the number of permits. Revenue will vary from a forecasted \$236,627 to \$306,738 between 2025 and 2029. Yearly transfers from the stabilization fund will be required to offset the difference between revenue and expenditures, resulting in a total withdrawal from the fund of \$216,390. The balance of the reserve at the end of 2029 is forecasted to be \$537,641.

In Scenario C, the number of permits issued declines to levels similar to 2017 and 2018, which were the lowest experienced between 2012 and 2024. Revenue levels will decrease to between \$236,627 per year and \$254,154 per year. The deficit from expenditures will range from \$58,115 to \$98,200, requiring a total of \$382,904 from the stabilization reserve fund. The forecasted balance of the stabilization fund at the end of 2029 under this scenario is \$365,904 which is approximately half of the current balance.

The last scenario represents a sustained decline in building permits over the next 5 years and results in a significant decrease in revenues. The forecasted revenues range from \$201,571 to \$236,627. The result is an increased need to draw from the stabilization fund to balance the projected expenses. Under this scenario, \$505,600 will need to be withdrawn from the stabilization fund. The fund will have a balance in 2029 of \$237,579.

A general benchmark for stabilization funds used by some municipalities is maintaining a balance of 1.5 to 1.8 times the average operating costs. Table 4.2 summarizes the impact of the different scenarios on the stabilization fund and whether or not the benchmarks are met.

Table 4.1 Modeled Revenue Scenarios, 2025-2029

Scenario	Year	2025	2026	2027	2028	2029
Scenario A	Expenditures	299,553.09	303,506.39	338,718.98	343,591.77	315,725.64
Scenario A	Revenue	245,390.99	297,974.77	315,502.70	324,266.66	324,266.66
Scenario A	Balance (Revenue - Expenditures)	-54,162.10	-5,531.61	-23,216.28	-19,325.10	8,541.02
Scenario A	Interest	22,805.23	21,707.742	22,273.91	22,240.92	22,342.98
Scenario A	Transfer In	0.00	0.00	0.00	0.00	8,541.02
Scenario A	Transfer out	54,162.10	5,531.61	23,216.28	19,325.10	0.00
Scenario A	Reserve Fund Balance (End of Year)	620,221.21	636,397.34	635,454.97	638,370.79	669,254.79

Scenario	Year	2025	2026	2027	2028	2029
Scenario B	Expenditures	299,553.09	303,506.39	338,718.98	343,591.77	315,725.64
Scenario B	Revenue	236,627.03	254,154.95	283,952.43	306,738.74	303,233.15
Scenario B	Balance (Revenue - Expenditures)	-62,926.06	-49,351.43	-54,766.55	-36,853.03	-12,492.49
Scenario B	Interest	22,805.23	21,401.00	20,422.74	19,220.71	18,603.57
Scenario B	Transfer In	0	0	0	0	0
Scenario B	Transfer out	62,926.06	49,351.43	54,766.55	36,853.03	12,492.49
Scenario B	Reserve Fund Balance (End of Year)	611,457.25	583,506.82	549,163.01	531,530.68	537,641.76

Scenario	Year	2025	2026	2027	2028	2029
Scenario C	Expenditures	299,553.09	303,506.39	338,718.98	343,591.77	315,725.64
Scenario C	Revenue	236,627.03	245,390.99	254,154.95	245,390.99	236,627.03
Scenario C	Balance (Revenue - Expenditures)	-62,926.06	-58,115.40	-84,564.03	-98,200.78	-79,098.62
Scenario C	Interest	22,805.23	21,401.00	20,116.00	17,860.32	15,048.40
Scenario C	Transfer In					
Scenario C	Transfer out	62,926.06	58,115.40	84,564.03	98,200.78	79,098.62
Scenario C	Reserve Fund Balance (End of Year)	611,457.25	574,742.85	510,294.83	429,954.37	365,904.15

Scenario	Year	2025	2026	2027	2028	2029
Scenario D	Expenditures	299,553.09	303,506.39	338,718.98	343,591.77	315,725.64
Scenario D	Revenue	236,627.03	227,863.06	219,099.10	210,335.13	201,571.17
Scenario D	Balance (Revenue - Expenditures)	-62,926.06	-75,643.32	-119,619.88	-133,256.63	-114,154.47
Scenario D	Interest	22,805.23	21,401.00	19,502.52	15,998.41	11,894.38
Scenario D	Transfer In					
Scenario D	Transfer out	62,926.06	75,643.32	119,619.88	133,256.63	114,154.47
Scenario D	Reserve Fund Balance (End of Year)	611,457.25	557,214.93	457,097.57	339,839.35	237,579.25

Table 4.2 Summary of Impacts to Stabilization Fund

Scenario	Stabilization Fund Impact
Scenario A	Stabilization fund remains above 1.8x the average operating costs
Scenario B	Stabilization fund is between 1.5x and 1.8x the average operating costs
Scenario C	Stabilization fund falls below 1.5x the average operating costs in 2028.
Scenario D	Stabilization fund falls below 1.5x the average operating costs in 2027.

5.0 COMPARISON OF BUILDING PERMIT FEES

Often a first step in evaluating building permit fees is a comparison against the fees set by neighbouring municipalities. This type of comparison can be done, however, it is limited in its usefulness when setting new fees, as it does not allow for any consideration of the actual costs to the municipality associated with administering the building department. The comparison of building permits fees does not incorporate staffing levels or levels of service. It is recommended that the following comparison be viewed in terms of what the local range of building permit fees are and how different municipalities collect fees (i.e. flat rate, based on construction value, or square footage).

For the purposes of evaluating building fees in Brockton, the current fees were compared against fees in other municipalities in Bruce County and other adjacent municipalities. The following assumptions were used to calculate different building permit fees for the different categories of structures (Table 5.1).

Table 5.1 Structure Size and Values for Calculating Building Permit Fees

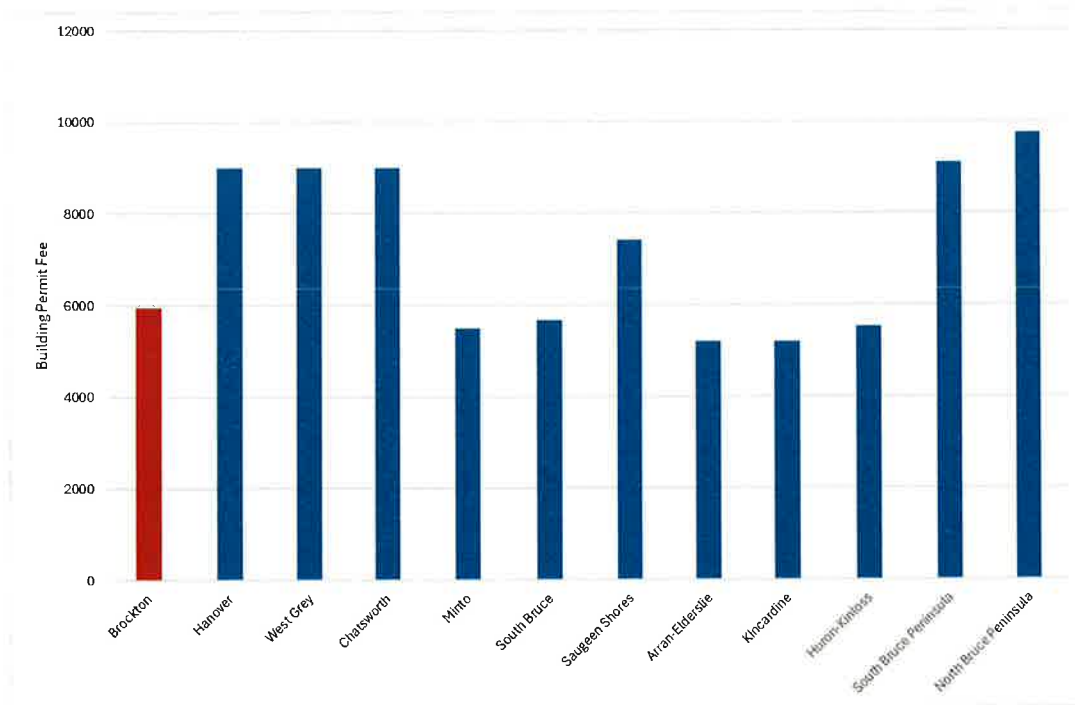
Structure/Permit Type	Size (sq.ft), Construction Value (\$)
Commercial, industrial or institutional	6,500 sq.ft, \$750,000
Single family residential	1,200 sq.ft, \$450,000
Multi-residential	2,000 sq.ft
Residential addition/renovation	1,000 sq.ft, \$60,000
Agricultural – livestock building	7,200 sq. ft
Agricultural – non-livestock building	7,200 sq. ft

The Municipality of Brockton last updated its building permit fee schedule in 2019, with updated fees coming into effect in 2020. The current fee structure includes a base rate (\$100) plus a fee per square foot for new residential and non-residential structures. There are also flat fees for certain types of agricultural structures (e.g. silos), tents, septic systems, demolition and administrative permits. Fees for renovations and additions, the fee structure is the base rate plus a rate per \$1,000 of construction value. Across neighbouring municipalities, the fee structures vary. In Hanover, building permit fees are generally based on construction value rather than square footage. In West Grey and

Chatsworth, the building fees are generally based on square footage, with the exception of industrial, institutional and commercial, which are based on the construction value. Minto has a base rate of \$300 in addition to a square foot rate. In Bruce County, South Bruce has a similar fee structure to Brockton, which includes a base rate (\$150) and charge per square foot. Saugeen Shores, Kincardine, Huron-Kinloss, South Bruce Peninsula and North Bruce Peninsula do not have base rates and charge based on the square footage.

Building permit fees were calculated for the above noted municipalities based on the assumptions set out in Table 5.1 and compared to the current Brockton fees. For a new industrial, commercial and institutional structure, the fees for a 6,500 square foot structure (valued at \$750,000) are set out in Figure 5.1. Brockton's current fee for this type of non-residential use is \$5,950, which is below the median of the compared municipalities. The municipalities in Grey County, as well as Saugeen Shores, South Bruce Peninsula and North Bruce Peninsula have higher building permit fees than Brockton for this category of structure. The lowest fees for industrial, commercial and institutional buildings are in Arran-Elderslie and Huron-Kinloss.

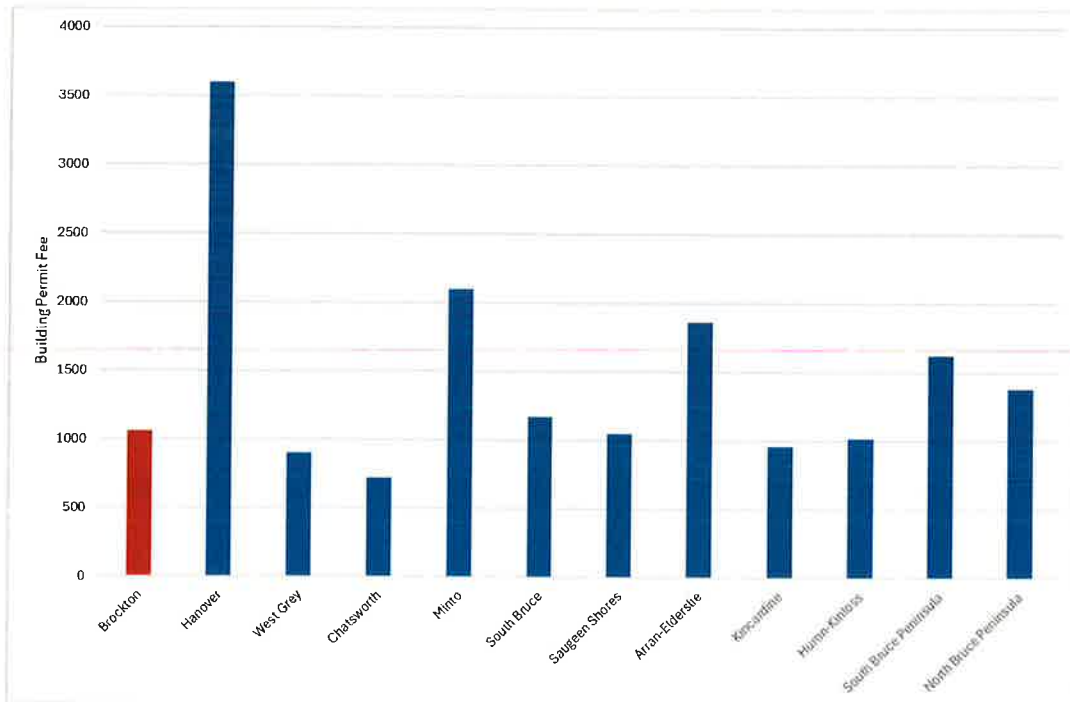
Figure 5.1 Industrial, Commercial and Institutional Building Permit Fee Comparison



For a single detached residential home, the building permit fees are compared in Figure 5.2. The permit fees vary from a high of \$3,600 in Hanover to a low of \$720 in Chatsworth. The current building permit fee for a 1,200 square foot single detached residence in Brockton is \$1,060. The fee in Brockton is less than that in Hanover, Minto,

Arran-Elderslie, South Bruce, South Bruce Peninsula and North Bruce Peninsula. Municipalities with a lower fee include West Grey, Chatsworth Kincardine and Huron-Kinloss.

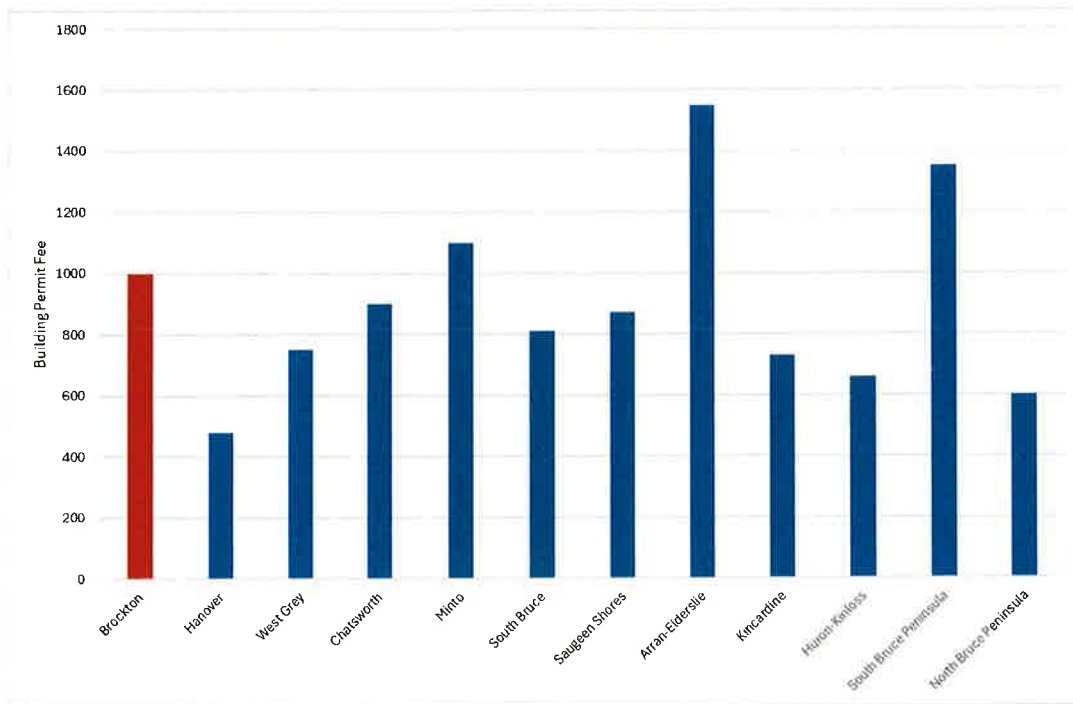
Figure 5.2 Single Family Residential Building Permit Fee Comparison



For multi-unit residential buildings, most of the compared municipalities charge the same building fee rate as the single detached residential fee. The exception to this is in Arran-Elderslie, where the multi-unit building permit fee is \$1.40 per square foot compared to \$1.55 per square foot for a single detached unit.

For residential additions or renovations, building permit fees in the compared municipalities vary in terms of their structure. In Brockton, the permit fee is determined by the construction value (\$15 per \$1,000 construction value). Hanover, Chatsworth, South Bruce, Kincardine and Huron-Kinloss have a similar structure based on construction value. In West Grey, Saugeen Shores, South Bruce Peninsula and North Bruce Peninsula, the fee is same per square foot charge structure as the new residential building fee. When compared for a 1,000 square foot addition valued at \$60,000, the building fees vary from \$480 in Hanover to \$1,550 in Arran-Elderslie. Brockton's fee falls above the median of \$840. Minto, Arran-Elderslie and South Bruce Peninsula have higher fees for additions/renovations than Brockton, with the remainder have either similar or slightly lower fees (see Figure 5.3).

Figure 5.3 Comparison of Renovation and Alteration Building Permit Fees



For new agricultural buildings, some municipalities specify different fees depending on if the structure will house livestock or not. In Brockton, a new barn to house livestock pays a building permit fee of \$100 + \$0.30 per square foot, whereas the fee for an implement shed is \$100 + \$0.25 per square foot. The fees for new agricultural buildings housing livestock do not vary significantly between most of the compared municipalities, with most being with \$500 of each other. The exceptions are South Bruce Peninsula and North Bruce Peninsula, which have the lowest fees (see Figure 5.4). For agricultural buildings that do not house livestock (i.e., sheds), Brockton has the third lowest building fee (see Figure 5.5).

Figure 5.4 Comparison of Building Permit Fees for Agricultural Buildings with Livestock

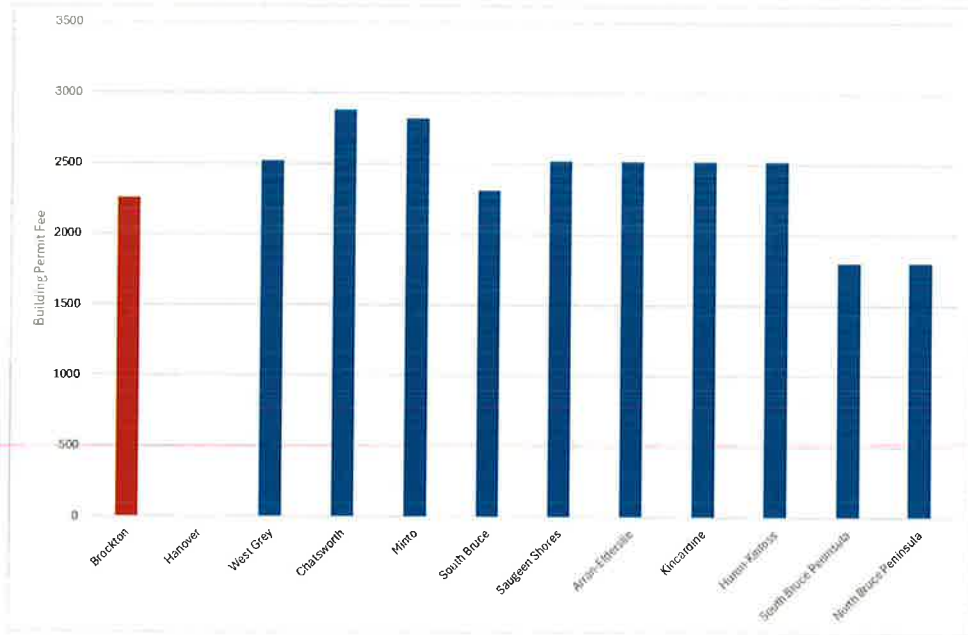
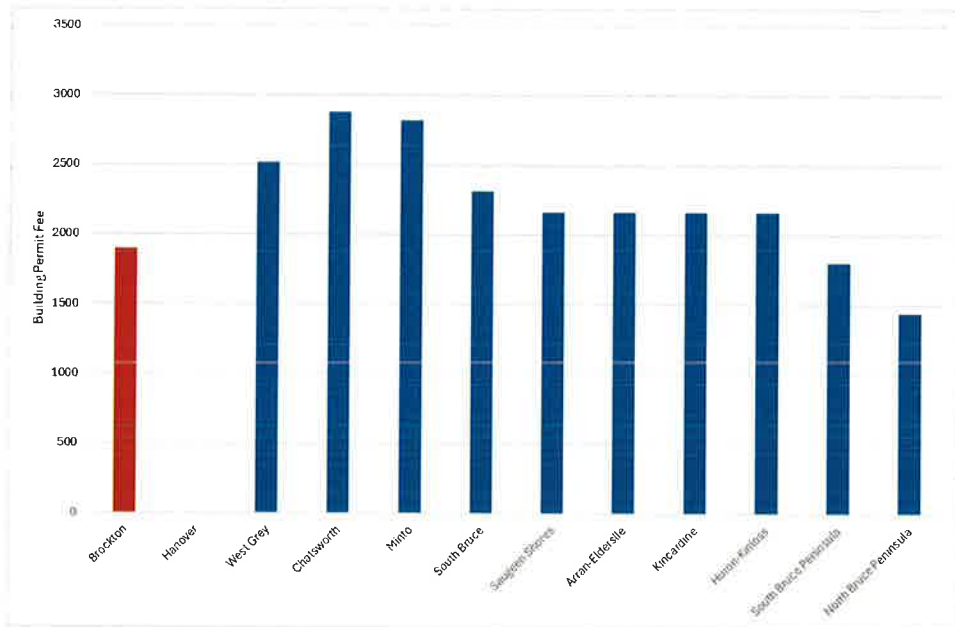


Figure 5.5 Comparison of Building Permit Fees for Non-Livestock Agricultural Buildings



There are a number of building permit fees that are set at flat rates. For permits for swimming pool fences, wood stoves, demolition and changes of use, all the municipalities compared utilize a flat fee structure. The fees charged for the aforementioned permits vary between \$100 to \$350. Brockton's flat fees for these types of permits are generally higher than the surrounding municipalities (see Figure 5.6).

Another category of permits charged on a flat rate basis are permits for new septic systems. In some of the compared municipalities, there are different rates for the different classes of septic systems. Class 2 and 3 systems (greywater systems and cesspools) are often grouped together as are Class 4 and 5 systems (septic tank and leaching field and holding tanks). In West Grey, Saugeen Shores, Kincardine, Huron-Kinloss and North Bruce Peninsula, there is no distinction between the class of septic system with respect to permit fees.

The septic permit fees vary between \$50 for Class 2 and 3 systems in Hanover to \$750 in Huron-Kinloss. For Class 4 and 5 systems, the permit fees vary between \$350 in Hanover to \$750 in Huron-Kinloss. The average permit fee for a Class 4 or 5 system in the municipalities assessed is \$592. In Brockton, the current charge for a Class 4 or 5 septic system permit is \$618.60, fees are higher in Chatsworth, Saugeen Shores, and Huron-Kinloss. The fees in West Grey, Minto, Arran-Elderslie and Kincardine are \$600 (see Figure 5.7).

Figure 5.6 Comparison of Swimming Pool, Woodstove, Demolition and Change of Use Fees

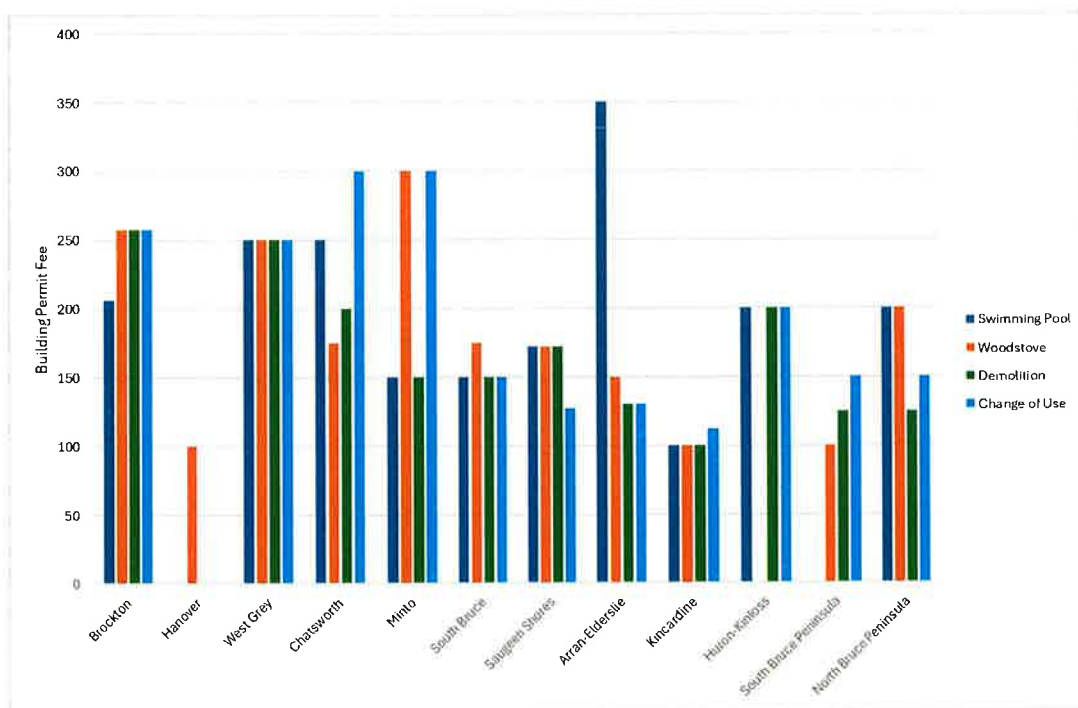
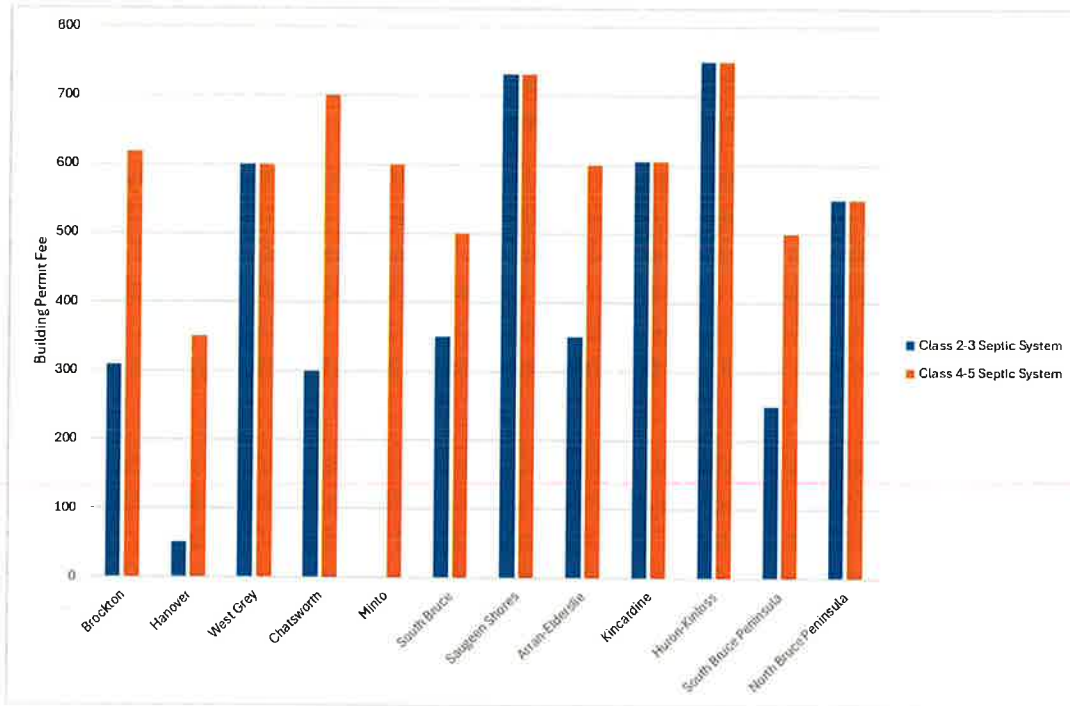


Figure 5.7 Comparison of Septic System Permit Fees



Fees for moving permits, specific building types (granaries, silos, tents) and other categories were also examined as part of the review. These fees were found to be generally similar to comparable fees in the neighbouring municipalities. The comparison of fees is available in Appendix B.

Generally, the building fees within Brockton are comparable those of other adjacent and nearby municipalities.

6.0 RECOMMENDATIONS

6.1 Additional Building Permit Fees

Through the comparison of building permit fees and discussions with staff, gaps in the current building fee structure were identified. Council and staff may wish to consider adding the following fees as identified in Table 6.1.

Table 6.1 Additional Building Permit Fees

Fee Description	Potential Fee
Temporary structures (seasonal greenhouses on commercial properties, temporary living accommodations, etc.)	\$154.65
Additional or miscellaneous inspections, including re-inspections	\$150.00
Septic review for change of use	\$200.00
Solar Panels – installed on a building, or to provide hot water, or primary or supplementary heating	\$150.00

6.2 Changes to Existing Permit Fees

From 2016 to 2024, the revenue from building permit fees has generally been at a sufficient level to pay department expenditures and support the stabilization fund. If current permit levels and fees are maintained on an average annual basis, withdrawals from the fund may still be required but the amount held in reserves is expected to remain over \$600,000. Expenditures are expected to increase over the next five years and should the number of permits decrease, there is the potential for increased withdrawals from the stabilization reserve. The potential decline in the reserve fund could lower the fund to less than 1.5 times the average annual operating cost, if the number of permits is lower than average over the next 5 years.

To maintain a stabilization fund of 1.5 times the annual operating costs in the event of declining building permit revenue, Council and staff could consider increasing the per square foot rate for new residential, new agricultural and industrial, institutional and commercial building permits. A 10% increase to the per square foot rate could be implemented to maintain building permit revenue in the event of a decline in building permits. The fees could be adjusted as set out in Table 6.2.

Table 6.2 Proposed Fee Increases

Fee Type	Current Fee	Proposed Fee
Single and multi residential	\$100 plus \$0.80 per square foot – excluding unfinished basement	\$100 plus \$0.90 per square foot – excluding unfinished basement.
Farm buildings, housing livestock	\$100 plus \$0.30 per square foot	\$100 plus \$0.33 per square foot.
Farm buildings for purposes other than housing livestock	\$100 plus \$0.25 per square foot	\$100 plus \$0.28 per square foot.
Commercial/Industrial/Institutional	\$100 + \$0.90 per square foot	\$100 + \$1.00 per square foot.

For illustrative purposes, the building permit fees using the fees proposed in Table 6.2 were compared to the current fees utilizing the building assumptions set out in Section 5.0. The resultant changes in fees are summarized in Table 6.3.

Table 6.3 Comparison of Proposed and Current Fees

Fee	Permit Cost Under Current Fee Structure	Permit Cost Under Proposed Fee Structure	Difference
Single residential house (1,200 square feet)	\$1,060	\$1,180	+\$120
Farm buildings, housing livestock (7,200 square feet)	\$2,260	\$2,476	+\$216
Farm buildings for purposes other than housing livestock (7,200 square feet)	\$1,900	\$2,116	+\$216
Commercial/Industrial/Institutional (6,500 square feet)	\$5,950	\$6,600	+\$650

Changes to other categories of building permit fees are not recommended at this time.

7.0 CONCLUSIONS

From the analysis of building permit fees undertaken, it is recommended that Council consider adding building permit fees for temporary structures, additional inspections as required, septic system reviews for changes of use, and solar panels that are not currently included in the fee structure.

At this time, there is a healthy stabilization reserve fund; however a downturn in permit revenue could significantly reduce this fund as expenditures continue to increase. Council and staff could consider increasing select fees to offset a reduction in permit revenue.

Should Council wish to add the recommended fees and/or change any existing fees, a public meeting must be held per the OBC Act. Prior to this meeting, the Municipality must provide 21 days notice and ensure a copy of the meeting notice is sent to anyone who requests it. The notice must set out the intention to change or impose fees and directs any member of the public to where they may find information on the estimated costs of administering and enforcing the OBC Act, the amount of the fee or the change to an existing fee, and the rationale for imposing or changing the fee.

All of which is respectfully submitted.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per



Lisa J. Courtney, MCIP, RPP
Senior Planner

APPENDIX A

MUNICIPALITY OF BROCKTON BUILDING PERMIT FEES

Schedule C

Property Standards

Description	Effective Date	2023 Fee	2024 Fee	2025 Fee	Increase / (decrease)	Tax Applicable?		
						No	HST (13%)	GST (5%)
Appeal a Property Standards Order to the Property Standards Committee	January 1	\$150.00	\$150.00	\$154.65	3.1%			
Appeal a Property Standards Committee decision to the Superior Court	January 1	\$250.00	\$250.00	\$257.75	3.1%			
Property Standards Officer to attend a hearing	January 1	\$50.00	\$50.00	\$51.55	3.1%			
Inspections where owner fails to comply with an Order:								
Owner(s) who failed to comply with a confirmed Order shall pay a fee for each inspection to determine if contraventions of this By-law observed on an initial inspection have been corrected where the contraventions have not been remedied in the time provided for in the said order	January 1	\$100.00	\$100.00	\$103.10	3.1%			
Certificate of Compliance	January 1	\$200.00	\$ 200.00	\$206.20	3.1%			
Initial inspection where property deficiencies or by-law violations are observed	January 1	N/A	N/A	N/A	0.0%			
Additional Costs to be collected from violating property owners include	January 1	Costs for Court Hearings and Proceedings	Costs for Court Hearings and Proceedings	Costs for Court Hearings and Proceedings	0.0%			

Building Permit - By-law 2019-147

Description	Effective Date	2023 Fee	2024 Fee	2025 Fee	Increase / (decrease)	Tax Applicable?		
						No	HST (13%)	GST (5%)
Commercial/Industrial/Institutional	January 1	\$100.00 plus \$.70/sq. ft. per floor	\$100.00 plus \$.90/sq. ft. per floor	\$100.00 plus \$.90/sq. ft. per floor	0.0%	X		
Tarp structure as for Commercial/Industrial/Institutional	January 1	\$100.00 plus \$.70/sq. ft. per floor	\$100.00 plus \$.80/sq. ft. per floor	\$100.00 plus \$.80/sq. ft. per floor	0.0%	X		

Description	Effective Date	2023 Fee	2024 Fee	2025 Fee	Increase / (decrease)	Tax Applicable?		
						No	HST (13%)	GST (5%)
Single Family Residential	January 1	\$100.00 plus \$.65/sq. ft. per floor – excluding unfinished basement	\$100.00 plus \$.80/sq. ft. per floor – excluding unfinished basement	\$100.00 plus \$.80/sq. ft. per floor – excluding unfinished basement	0.0%	X		
Multiple Family Residential	January 1	\$100.00 plus \$.70/sq. ft. per floor – excluding unfinished basement	\$100.00 plus \$.80/sq. ft. per floor – excluding unfinished basement	\$100.00 plus \$.80/sq. ft. per floor – excluding unfinished basement	0.0%	X		
Additions and Renovations, Plumbing	January 1	\$100.00 plus \$10.00/\$1000 of construction	\$100.00 plus \$15.00/\$1000 of construction	\$100.00 plus \$15.00/\$1000 of construction	0.0%	X		
Accessory Buildings	January 1	\$100.00 plus \$.25/sq. ft.	\$100.00 plus \$.30/sq. ft.	\$100.00 plus \$.30/sq. ft.	0.0%	X		
Farm Buildings, Housing Livestock including below Barn Manure Storage	January 1	\$100.00 plus \$.25/sq. ft.	\$100.00 plus \$.30/sq. ft.	\$100.00 plus \$.30/sq. ft.	0.0%	X		
Farm Buildings for purposes other than Housing Livestock	January 1	\$100.00 plus \$.20/sq. ft.	\$100.00 plus \$.25/sq. ft.	\$100.00 plus \$.25/sq. ft.	0.0%	X		
Silo's -- Tower or Bunker	January 1	18/Jul	\$300.00	\$309.30	3.1%	X		
Manure Storage Facilities	January 1	\$10.00/ft. of diameter or \$.25/sq. ft. for all others with a minimum charge of \$200.	\$15.00/ft. of diameter or \$.30/sq. ft. for all others with a minimum charge of \$200.	\$15.00/ft. of diameter or \$.30/sq. ft. for all others with a minimum charge of \$200.	0.0%	X		
Agricultural Tarped Structure	January 1	\$100.00 plus \$.10/sq. ft.; if used for animals \$.15/sq. ft.	\$100.00 plus \$.15/sq. ft.; if used for animals \$.20/sq. ft.	\$100.00 plus \$.15/sq. ft.; if used for animals \$.20/sq. ft.	0.0%	X		
Additions & Renovations of Farm Buildings	January 1	\$100.00 plus 10.00/\$1000 of construction	\$100.00 plus \$12.00/\$1,000 of construction	\$100.00 plus \$12.00/\$1,000 of construction	0.0%	X		
Granary	January 1	\$150.00	\$200.00	\$206.20	3.1%	X		
Swimming Pools	January 1	\$150.00	\$200.00	\$206.20	3.1%	X		
Chimney and/or Solid Fuel Burning Appliance Installation	January 1	\$200.00	\$250.00	\$257.75	3.1%	X		
Demolitions	January 1	\$200.00	\$250.00	\$257.75	3.1%	X		
Change of Use	January 1	\$200.00	\$250.00	\$257.75	3.1%	X		
Mobile Homes	January 1	\$100.00 plus \$.30/sq. ft.	\$100.00 plus \$.40/sq. ft.	\$100.00 plus \$.40/sq. ft.	0.0%	X		
Moving Permits	January 1	\$200.00	\$200.00	\$206.20	3.1%	X		

Description	Effective Date	2023 Fee	2024 Fee	2025 Fee	Increase / (decrease)	Tax Applicable?		
						No	HST (13%)	GST (5%)
Wind Towers	January 1	\$20/\$1000 of construction of Base and Tower	\$25/\$1000 of construction of Base and Tower	\$25/\$1000 of construction of Base and Tower	0.0%	X		
Tents	January 1	\$100.00	\$150.00	\$154.65	3.1%	X		
Septic Systems Class 2 and 3	January 1	\$200.00	\$300.00	\$309.30	3.1%	X		
Septic Systems Class 4 and 5	January 1	\$500.00	\$600.00	\$618.60	3.1%	X		
Septic System Renos/Repairs	January 1	\$300.00	\$400.00	\$412.40	3.1%	X		
Plumbing	January 1		Included in Building Permit Fee	Included in Building Permit Fee	0.0%	X		
Transfer of Permit	January 1	\$200.00	\$200.00	\$206.20	3.1%	X		
Signs per OBC	January 1	\$100.00 plus \$15.00/\$1,000 of construction	\$100.00 plus \$20.00/\$1,000 of construction	\$100.00 plus \$20.00/\$1,000 of construction	0.0%	X		

*Building Started WITHOUT a Permit, double original permit fee price

By-Law Enforcement

Description	Effective Date	2023 Fee	2024 Fee	2025 Fee	Increase / (decrease)	Tax Applicable?		
						No	HST (13%)	GST (5%)
At Fault False Alarms								
First At Fault False Alarm	January 1	\$50.00	\$50.00	\$51.55	3.1%	X		
Second At Fault False Alarm	January 1	\$100.00	\$100.00	\$103.10	3.1%	X		
Third At False Alarm	January 1	\$200.00	\$200.00	\$206.20	3.1%	X		
For fourth and subsequent At Fault False Alarms increased by:	January 1	\$100 per incident	\$100 per incident	\$100 per incident	0.0%	X		
Signs Permit per Sign By-Law	January 1	\$100.00	\$100.00	\$103.10	3.1%	X		
Swimming Pools Enclosure Permits	January 1	\$150.00	\$150.00	\$154.65	3.1%	X		

APPENDIX B

COMPARISON OF BUILDING PERMIT FEES

Building Permit Fees

Category	Brockton	Hanover	West Grey	Chatsworth	Minto	South Bruce	Saugeen Shores	Arran Elderslie	Kincardine	HK	SBP	NBP
Commercial/ Industrial/ Institutional	100 + \$.90/sqft	\$12/\$1000 construction	\$12/1000 construction	\$12/\$1000 construction	300+\$0.8 /sqft	150+\$0.85/sqft	\$1.14/sqft	\$0.8/sqft	\$0.8/sqft	\$0.85/sqft	\$1.40/sqft	\$13/\$1000 construction
Tarp Structure	100 + \$.80/sqft											
Single Family	100 +\$0.80/sqft	\$8.00/\$1000 construction	0.75/sqft (250 min)	0.6/sqft	300+\$1.50/sqft	150+\$0.85/sqft	\$0.87/sqft	\$1.55/sqft	\$0.8/sqft	\$0.85/sqft	\$1.35/sqft	\$1.15/sqft
Multi Unit	100 + \$.80/sqft	\$8.00/\$1000 construction	0.75/sqft (250 min)	0.6/sqft	300+\$1.50/sqft	150+\$0.85/sqft	\$0.87/sqft	\$1.40/sqft	\$0.8/sqft	\$0.85/sqft	\$1.35/sqft	\$1.15/sqft
Additions/ Renos/ Plumbing	100 + \$15/\$1000 construction	\$8.00/\$1000 construction	0.75/sqft (250 min)	\$15/\$1000 value	300+\$0.8 /sqft	150+\$11/\$1000 construction	\$0.87/sqft	\$1.55/sqft	100+\$10.50/\$1000 construction	\$11/\$1000 construction	\$1.35/sqft	\$1.15/sqft
Accessory Buildings	100 + \$.30/sqft		0.50/sqft	0.6/sqft	300+\$0.6 /sqft	150+\$0.4/sqft	\$0.56/sqft	\$0.75/sqft	\$0.40/sqft	\$0.50/sqft	\$0.80/sqft	
Farm Building - with livestock	100 + \$.30/sqft		\$0.35/sqft (less than 10,000), \$0.15/sqft (above 10,000)	0.4/sqft	300+\$0.35/sqft	150+\$0.30/sqft	\$0.35/sqft	\$0.35/sqft	\$0.35/sqft	\$0.35/sqft	\$0.25/sqft	\$0.25/sqft
Farm Building other than livestock	100 + \$.25/sqft					150+\$0.30/sqft	\$0.30/sqft	\$0.30/sqft	\$0.30/sqft	\$0.30/sqft	\$0.25/sqft	\$0.20/sqft
Silo	309.3			300	450	200	254.59	150		300	\$0.25/sqft	300

Category	Brockton	Hanover	West Grey	Chatsworth	Minto	South Bruce	Saugeen Shores	Arran Elderslie	Kincardine	HK	SBP	NBP
Manure Storage	15/ft of diameter or 0.30/sqft (min 200)				\$6.00/linear sqft	150+\$0.2/sqft or \$10/linear foot in diameter	445.54	\$0.30/sqft		\$0.25/sqft	\$0.25/sqft	
Agricultural Coverall	100 + \$0.15/sqft (if used for animals .20/sqft)					150+\$0.3/sqft	254.59	\$0.35/sqft				
Additions/ Renos Farm	100 + \$12/\$1000 construction					150+\$11/value of construction		\$0.30/sqft	100+\$10.5/\$1000 construction			
Granary	206.2					200	254.59	150		300		300
Swimming Pool	206.2		250	250	150	150	171.85	150-350	100	200		200
Chimney/ Wood Stove	257.75	100	250	175	300	175	171.85	150	100		100	200
Demo	257.75	60-350	250	200	150	150	171.85	130	100	200	125	125
Change of Use	257.75	10/1000 construction	250	300	300	150	127.3	130	112	200	150	150
Mobile Home	100 + \$0.40/sqft			250								
Moving Permit	206.2	100				150		210	100			150
Wind Tower	\$25/\$1000 construction		35000	6600+5100		150+\$15/\$1000 value		100000	\$26.00/\$1000 construction	\$26.00/\$1000 construction		
Tent	\$154.65	60	150	100	150	150	99.84	150	100	200	75	150
Septic 2-3	309.3	50	600	300		350	731.96	350	605	750	250	550

Category	Brockton	Hanover	West Grey	Chatsworth	Minto	South Bruce	Saugeen Shores	Arran Elderslie	Kincardine	HK	SBP	NBP
Septic 4-5	618.6	350	600	700	600	500	731.96	600	605	750	500	550
Septic Repairs	412.4	100 + \$25/\$1000 cost	250	300-525	150-450	400	381.89	350	350	400	200	300
Plumbing	in building permit fee	100 + \$8/fixture			150							
Transfer permit	206.2	250		200		150	101.84		112	125		
Sign	100 + \$20/\$1000 construction	\$10/\$1000 construction					107	10/1000 construction	26.00/1000	200		25
Residential occupancy		2.25/sqft										
Renew (residential)		\$8.00/\$1000 construction	100							50		150
Conditional		Same as final	500									
Patio		200										
Mobile Sign		\$21/month										
Investigation fee		150										
Inspection only		75			150			130	100	100		
Reinspection fee		75	100	125	150							
Compliance Letter			150	175			111.45					100
Revision			150	200			107.95					
Deck			0.75/sqft	0.5/sqft	300+0.6/sqft	150+.4/sqft		0.80/sqft (min 125)				0.8/sqft
Septic Review			150	200		100	268.32		235	200	100	200

Category	Brockton	Hanover	West Grey	Chatsworth	Minto	South Bruce	Saugeen Shores	Arran Elderslie	Kincardine	HK	SBP	NBP
Septic Compliance			150	125								
Accessory Apartments					300 + 0.8/sqft							
Temp. Structure					300					200		
Solar					300	150+15/ 1000 value						200
Greenhouses									4.10/1000 construction			

Calculated Building Permit Fees

Category	Brockton	Hanover	West Grey	Chatsworth	Minto	South Bruce	Saugeen Shores	Arran Elderslie	Kincardine	HK	SBP	NBP
Commercial/Industrial/Institutional	5950	9000	9000	9000	5500	5675	7410	5200	5200	5525	9100	9750
Tarp Structure	5300											
Single Family	1060	3600	900	720	2100	1170	1044	1860	960	1020	1620	1380
Multi Unit	1700	3600	1500	1200	3300	1850	1044	2800	960	1700	2700	2300
Additions/Renos/Plumbing	1000	480	750	900	1100	810	870	1550	730	660	1350	600
Accessory Buildings	220		200	240	540	310	224	300	160	200	320	
Farm Building - with livestock	2260		2520	2880	2820	2310	2520	2520	2520	2520	1800	1800
Farm Building other than livestock	1900		2520	2880	2820	2310	2160	2160	2160	2160	1800	1440
Silo	309.3			300	450	200	254.59	150		300		300
Manure Storage	1500				600	1000	445.54	30	2160	1800		
Agricultural Coverall	1180					2310	254.59	2520	2160			
Additions/Renos Farm	820					810			730			
Granary	206.2					200	254.59	150		300		300
Swimming Pool	206.2		250	250	150	150	171.85	350	100	200		200
Chimney/Wood Stove	257.75	100	250	175	300	175	171.85	150	100		100	200
Demo	257.75		250	200	150	150	171.85	130	100	200	125	125

