



City of Courtenay
Planning Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
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Development Application Fees

See *City of Courtenay Fees and Charges Bylaw No. 1673, 1992* for information on fees

Application	Fee & GST	Total
Official Community Plan (OCP) Amendment		
1. Application fee.....	\$1,750 plus GST	\$1,855.00
2. Small projects (less than 4 residential units or less than 465 m ² of commercial floor area)	\$1,000 plus GST	\$1,060.00
Temporary Commercial or Industrial Use Permit		
1. Application fee	\$1,500 plus GST	\$1,590.00
Zoning Bylaw or Land Use Contract Amendment		
1. Application fee	\$1,750 plus GST	\$1,855.00
2. Large projects (except residential zones)		
a. Site area over 2 ha or if floor area exceeds 4500 m ²	\$3,000 plus GST	\$3,180.00
b. Site area over 8 ha or if floor area exceeds 9000 m ²	\$5,500 plus GST	\$5,830.00
3. Comprehensive Development zone (other than 2b)	\$3,750 plus GST	\$3,975.00
4. For each additional public hearing or public information meeting	\$1,000 plus GST	\$1,060.00
Development Permit Applications		
1. Applications fee for projects requiring Council approval	\$1,000	\$1,000.00
a. For residential projects, add \$25 per residential unit over 25 units		
b. For commercial/industrial projects, add \$50 per 100 m ² of gross floor area over 500 m ² or \$50 per 0.1 ha of site area over 0.4 ha		
2. Applications requiring approval of Director of Planning Services	\$500	\$500.00
3. Application to extend the period of validity for an existing permit	\$600	\$600.00
4. Application to amend an existing project	\$600	\$600.00
5. Application for a residential unit in an intensive residential zone	\$75/unit	\$75.00/unit
Development Variance Permit Applications		
1. Application fee for commercial, industrial and multi-residential	\$750	\$750.00
2. Application for single residential or duplex	\$500	\$500.00
3. Application for variance of the Sign Bylaw	\$200	\$200.00
4. Application to extend the period of validity for an existing permit	\$400	\$400.00
5. Application for a phased strata development	\$750	\$750.00
Applications to the ALC		
1. Application to include or exclude land in the ALR	\$1000	\$1000.00
2. Application to subdivide land within the ALR	\$600	\$600.00
3. Application to use land in the ALR for non-farm purposes	\$600	\$600.00
4. Application to place fill or remove soil for non-farm purposes	\$600	\$600.00
5. For each additional public hearing or public information meeting	\$1000	\$1000.00

Other Applications & Fees	Fee & GST	Total
Board of Variance		
1. Application to the Board of Variance	\$200 plus GST	\$212.00
Building Permits		
1. Building permit (\$7 per \$1000 of construction value)	Minimum \$30	
2. Plumbing permit (\$6 per fixture).....	Minimum \$30	
3. Damage deposit. If value of construction is:		
a. Up to \$30,000	\$200	\$200.00
b. \$30,001 to \$80,000	\$500	\$500.00
c. \$80,001 to \$200,000	\$700	\$700.00
d. \$200,001 to \$2,000,000	\$1,000	\$1,000.00
e. Over \$2,000,000	\$1,500	\$1,500.00
Comfort Letter		
1. "Comfort letter" for compliance with bylaws or zoning	\$150 plus GST	\$159.00
Liquor License Applications		
1. Application fee, or	\$500 plus GST	\$530.00
2. If a public hearing is to be held	\$1,250 plus GST	\$1,325.00
Sign Permits		
1. Freestanding sign over 2.5 m in height	\$100	\$100
2. Under-awning sign, portable and temporary signs.....	\$10	\$10
3. Flag or banner sign and sign alterations	\$20	\$20
4. Freestanding sign under 2.5 m and all other signs	\$45	\$45
Site Profile		
1. Administration Fee	\$50 plus GST	\$53.00
Strata Conversion		
1. Application for a strata conversion of a previously occupied building		
a. Inspection fee	\$100 plus GST	\$106.00
b. Application fee	\$500	\$500.00
c. For each additional unit/parcel	\$100	\$100.00
Subdivision Application Fees		
1. First parcel	\$600 plus GST	\$636.00
2. Each additional parcel	\$150 plus GST	\$159.00
Tree Cutting & Removal		
1. Application for a tree cutting permit	\$250 plus GST	\$265.00
a. Plus each tree removed	\$5/tree plus GST	\$5.30/tree
Refunds & Renewal Fees		
1. If an application which requires a public hearing is withdrawn or rejected by Council prior to public notification, a partial refund is issued	\$600	\$600
2. If an application to the ALC is withdrawn by the applicant prior to Council's consideration, a partial refund is issued	\$300	\$300
3. If an application has not been considered by Council within 6 months	25% of original application fee	