



DISTRICT OF SOOKE FEES AND CHARGES BYLAW BYLAW No. 752

CONSOLIDATED FOR REFERENCE JANUARY 9, 2024

BYLAW No. 752, FEES AND CHARGES BYLAW, 2019
BYLAW No. 772 (752-1) FEES AND CHARGES AMENDMENT BYLAW, 2020
FEES AND CHARGES AMENDMENT BYLAW No. 796 (752-02), 2021
FEES AND CHARGES AMENDMENT BYLAW No. 819 (752-03), 2021
FEES AND CHARGES AMENDMENT BYLAW No. 824 (752-04), 2021
FEES AND CHARGES AMENDMENT BYLAW No. 839 (752-05), 2022
FEES AND CHARGES AMENDMENT BYLAW No. 865 (752-06), 2022
FEES AND CHARGES AMENDMENT BYLAW No. 867 (752-07), 2022
FEES AND CHARGES AMENDMENT BYLAW No. 891 (752-08), 2023
FEES AND CHARGES AMENDMENT BYLAW No. 896 (752-09), 2023

THIS BYLAW IS PROVIDED FOR REFERENCE PURPOSES ONLY AND IS NOT TO BE RELIED UPON
IN MAKING FINANCIAL OR OTHER COMMITMENTS. COPIES OF THE ORIGINAL BYLAW AND
AMENDMENTS MAY BE VIEWED AT THE DISTRICT OF SOOKE MUNICIPAL HALL.

A bylaw to impose fees and charges for services and information.

WHEREAS of the *Community Charter* authorizes municipalities by bylaw to impose fees
in respect of a service of the municipality or provision of information;

AND WHEREAS the *Freedom of Information and Protection of Privacy Act* provides for
the payment of fees to a public body for certain services;

NOW THEREFORE the Council of the District of Sooke, in open meeting assembled,
enacts as follows:

Citation

1. This Bylaw is cited as the *Fees and Charges Bylaw No. 752, 2019*.

Fees and Charges

2. The District of Sooke imposes fees for the provision of services and information
as specified in Schedules 1 to 10 inclusive.
3. Fees or charges imposed under this bylaw for the provision of services or
information apply instead of fees or charges imposed under other bylaws for the
same services or information. A reference to a more specific matter supersedes
a reference to a more general matter.

Schedules

- Schedule 1 – Administrative Charges
- Schedule 2 – Animal Control
- Schedule 3 – Building Bylaw Fees
- Schedule 4 – Business Licence
- Schedule 5 – Development Applications
- Schedule 6 – Fire Services/Fireworks
- Schedule 7 – Miscellaneous Fees
- Schedule 8 – Nuisance Properties
- Schedule 9 – Sign Permits
- Schedule 10 – Subdivision Fees

Severability

4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

Force and Effect

5. This bylaw shall come into force and effect on January 1, 2020.

Repeal

6. *Fees Bylaw, 2011* (No. 488) and any amendments to, are hereby repealed.

Read a FIRST time the 25th day of November, 2019.

Read a SECOND time the 25th day of November, 2019.

Read a THIRD time the 25th day of November, 2019.

ADOPTED on the 9th day of December, 2019.

original signed by:

Megan McMath
Deputy Mayor

original signed by:

Patti Rear
Acting Corporate Officer

SCHEDULE 1 – Administrative Charges

Fees and Charges Bylaw

Mapping and Copying Charges		
Description	Fees	
Black & White – letter and legal	\$0.35 single-sided	\$0.50 double-sided
Black & White – ledger	\$0.50 single-sided	\$1.00 double-sided
Black & White – larger than ledger	Actual cost	
Colour – letter and legal	\$1.00 single-sided	\$2.00 double-sided
Colour – ledger	\$2.00 single-sided	\$3.00 double-sided
Colour – larger than ledger	Actual cost	
Official Community Plan Bylaw	\$50.00	
Zoning Bylaw	\$45.00	
- Colour Zoning Map only 42" x 60"	\$20.00	
Annual Report – colour	\$35.00	
Maps	Actual cost	
Spatial Information	\$15.00	
Documentation Charges		
Documentation/Advertising fee for Municipal leases and Municipal lease renewals	Actual cost plus \$15.00 administration fee	
Registration of legal documentation (notices on title, etc.)	Actual cost plus \$15.00 administration fee	
Removal of Notice of Title	\$100.00 per civic address	
Non-registrable documents in favour of the District of Sooke	Actual cost	
Land Use Information Letter	\$75.00 per civic address	
Building Records Search	\$30.00 per civic address to any person other than registered owner	
List of Electors (Voters' List) (available to candidates only)	First copy free then \$30.00 per copy	
Miscellaneous Charges		
Council Chamber/Meeting Room Rental	\$30.00/hour	
Public Boat Launch Parking	\$2.00/hour \$10.00/24 hour period	
Boat Launch – Annual Parking Pass	\$60.00 (residential) \$120.00 (non-residential)	
Criminal Records Check (without fingerprinting)	\$65.00	
Criminal Records Check – volunteers of non-profit organizations	No charge	
Fingerprinting	\$50.00	
Return on non-municipal sign	\$20.00 per sign	
District of Sooke Flag	Actual cost plus \$25.00 administration fee	
District of Sooke Logo Pin	\$1.00	
Film Permit	\$50.00	
Commercial Use of Municipal Property	\$200.00 per day \$50.00 admin fee \$500.00 refundable damage deposit	
Commercial Use of Municipal Property – Low-impact/ low-risk **	\$20 per hour or \$200 per three-month period \$200.00 refundable damage deposit	
Food Truck Program Permit – Municipal Property	\$250.00 (monthly)	
Food Truck Program Damage Deposit – Municipal Property	\$300.00	
Staff	Actual cost	
RCMP Officer	Actual cost	
Memorial Plaque Replacement	\$350.00	
Memorial Plaque on Commemorative Item with plaque affixed to Memorial Structure after 20-year tenure	\$3,500.00	

SCHEDULE 1 – Administrative Charges (Continued)

Miscellaneous Charges (continued)	
Description	Fees
Memorial Plaque on Commemorative Item with plaque affixed to Memorial Structure after 10-year tenure	\$2,500.00
Memorial Plaque on Commemorative Item with plaque returned to Sponsor after 10-year tenure	\$2,000.00
Memorial Plaque on Memorial Structure	\$750.00

* Requests for items to be provided by mail will be subject to actual costs of shipping and handling

** As defined in the District's Community Parks Regulation Bylaw.

Financial Charges	
Description	Fees
Non-sufficient funds returned cheque fee	\$35.00 per cheque plus bank charges
Property tax certificate	\$25.00 per folio number*
Property tax demand notice reprint	\$20.00 per folio number
Property tax refund	\$25.00 per folio number

Freedom of Information and Protection of Privacy Bylaw

Mapping and Copying Charges	
Description	Fees
(1) For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
(b) for producing a record manually	\$7.50 per ¼ hour
(c) for producing a record from a machine-readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
(e) for shipping copies	Actual costs of shipping method chosen by applicant
(f) for copying records	
(i) floppy disks	\$2.00 per disk
(ii) CDs and DVDs, recordable or rewriteable	\$4.00 per CD
(iii) Computer tapes	\$40.00 per tape, up to 2400 feet
(iv) Microfiche	\$3.00 per fiche
(v) Microfilm duplication	\$25.00 per roll for 16 mm microfilm \$40.00 per roll for 35 mm microfilm
(vi) Microfiche or microfilm to paper duplication	\$0.50 per page (letter size)
(vii) Photographs, colour or black and white	\$5.00 to produce a negative \$12.00 each for 16" x 20" photograph \$9.00 each for 11" x 14" photograph \$4.00 each for 8" x 10" photograph \$3.00 each for 5" x 7" photograph
(viii) Photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
(ix) Dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (letter, legal and ledger)
(x) Dot matrix, ink jet, laser jet or photocopy, colour	\$1.65 per page (letter, legal and ledger)
(xi) Scanned electronic copy of a paper record	\$0.10 per page
(xii) Photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
(xiii) Slide duplication	\$0.95 each
(xiv) Audio cassette tape (90 minutes or fewer) duplication	\$5.00 per cassette plus \$7.00 per ¼ hour of recording
(xv) Video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5.00 per cassette plus \$7.00 per ¼ hour of recording
(2) For commercial applicants for each service listed in Item 1	The actual cost to the public body of providing that service

SCHEDULE 2 – Animal Control
 Animal Regulation and Impounding Bylaw

Dog Licence Fees (all fees are subject to applicable taxes)			
Description	Regular Discounted Fee (Before March 1st only)	Regular Fee (March 1st only)	Late Fee (March 1st only)
Neutered/Spayed Dog	\$20.00	\$25.00	\$35.00
Unneutered/Unspayed Dog	\$40.00	\$45.00	\$55.00
Dangerous Dog	\$95.00	\$100.00	\$110.00
Replacement Licence Tag	n/a	\$5.00	n/a
Kennel Licence Fees			
Description	Licence Fee		
Breeding kennel having four or less dogs	\$75.00		
Breeding kennel having five or more dogs	\$150.00		
Boarding kennel	\$200.00		

*except for newly acquired dogs

Impound Fees (all fees are subject to applicable taxes)			
Description	Fee		
	1 st Impoundment	2 nd Impoundment	3 rd and Subsequent Impoundment
Dog - seizure and impoundment	\$75.00	\$100.00	\$150.00 + \$50.00 incremental increase thereafter
Penalty for unlicensed dogs	\$50.00	\$50.00	\$50.00
Dog - charge for each 24 hours or part thereof of impoundment	\$15.00	\$15.00	\$15.00
Cat - seizure and impoundment	\$25.00	\$25.00	\$25.00
Cat - charge for each 24 hours or part thereof of impoundment	\$10.00	\$10.00	\$10.00
Livestock - seizure and impoundment	\$50.00	\$50.00	\$50.00
Livestock - charge for each 24 hours or part thereof of impoundment	\$20.00	\$20.00	\$20.00
Other animals - seizure and impoundment	\$10.00	\$10.00	\$10.00
Other animals - charge for each 24 hours or part thereof of impoundment	\$5.00	\$5.00	\$5.00
Wild or exotic animals – seizure and impoundment	\$50.00	\$50.00	\$50.00
Wild or exotic animals – charge for each 24 hours or part thereof of impoundment	\$5.00	\$5.00	\$5.00
Transportation cost for impounding any animal	Actual costs		
Required veterinary attention for any impounded animal	Actual costs		

SCHEDULE 3 – Building Bylaw Fees

Building Bylaw

Building Permit Fees Based on Construction Value (all fees are subject to applicable taxes)	
Construction Value*	Fee
\$0 - \$1,000	\$100.00
\$1,001 - \$300,000	\$100.00 plus 1.5% x construction value less \$1,000
\$300,001 - \$500,000	\$4585.00 plus 1.2% x construction value less \$300,000
\$500,001 - \$1,000,000	\$6985.00 plus 1.0% x construction value less \$500,000
\$1,000,001 - \$15,000,000	\$11,985.00 plus 0.5% x construction value less \$1,000,000
\$15,000,001 and over	\$81,985.00 plus 0.3% x construction value less \$15,000,000

* The construction value is calculated according to the Construction Value Rates tables below, or at the sole discretion of the Building Official, the construction value may be established by the contract price.

Construction Value Rates		
Single Family Dwellings, Factory Built Homes, Manufactured Homes and Moved Buildings		
Floor Area or Type of Structure	Rate	
	\$ per Square Foot	\$ per Square Meter
Finished Main Floor* Areas + slab on grade	\$130.00	\$1400.00
Finished Main Floor* Areas + crawl space	\$140.00	\$1510.00
Finished Main Floor* Areas + unfinished basement	\$150.00	\$1615.00
Finished Areas or story other than Main Floor*	\$75.00	\$810.00
Unfinished Basement**	\$50.00	\$540.00
Finishing, Previously Unfinished Basement**, Attics, or other Floors	\$50.00	\$540.00
Garages and/or Workshops	\$60.00	\$650.00
Carports, Barns or Sheds	\$40.00	\$430.00
Sundecks and/or Covered Porches/Entries	\$40.00	\$430.00
Crawl Space for Manufactured Home or Moved Home	\$60.00	\$650.00

* *Main Floor* means the floor area where the main activity takes place; usually the floor where the living room, dining room and/or kitchen are located, excluding a garage or carport.

** *Basement* is defined in the *British Columbia Building Code*

Floor Area or Type of Structure			
Type of Building	Type of Construction	Rate	
		\$ per Square Foot	\$ per Square Meter
Hotel/Motel	Wood frame	\$200.00	\$2150.00
Hotel/Motel	Reinforced masonry or concrete	\$250.00	\$2700.00
Hotel/Motel	Steel frame	Contract Value	
Townhouse or Apartment	Wood frame	\$200.00	\$2150.00
Townhouse or Apartment	Reinforced masonry or concrete	\$250.00	\$2700.00
Townhouse or Apartment	Steel frame	Contract Value	
Commercial Building (shell only)	Wood frame or heavy timber	\$150.00	\$1615.00
Commercial Building (shell only)	Reinforced masonry or concrete	\$200.00	\$2150.00
Commercial Buildings except Restaurants	Completion of interior	\$100.00	\$1080.00
Commercial Buildings - Restaurants	Completion of interior	\$120.00	\$1300.00
Industrial Buildings (shell only)	Wood frame or heavy timber	\$120.00	\$1300.00
Industrial Buildings (shell only)	Reinforced masonry or concrete	\$150.00	\$1615.00
Industrial Buildings (shell only)	Steel frame	\$120.00	\$1300.00
Industrial Buildings	Completion of interiors	\$50.00	\$540.00
Temporary Buildings	Wood frame	\$100.00	\$1080.00

SCHEDULE 3 – Building Bylaw Fees (Continued)

Building Bylaw

Building Permit Fees (all fees are subject to applicable taxes)	
Application Type	Fee
Building/Structure Move Permit	
- 55m ² or less structure area	\$200.00
- 55m ² or more structure area	\$300.00
Demolition Permit	\$200.00
Solid Fuel Burning Appliance Permit*	
- Minimum fee if not applied for in conjunction with a building permit for a dwelling	\$100.00
- Construct masonry chimney with a single flue	\$100.00
- Additional flue	\$50.00
- Construct masonry fireplace connected to a single flue	\$50.00
- Solid fuel burning appliance connected at time of construction	\$50.00
- Solid fuel burning appliance connected to existing acceptable chimney	\$50.00
Heating Oil – replace or install a new furnace, oil tank and associated piping	\$100.00
Manufactured Home Permit	
- Single-wide or park model	\$200.00
- Double-wide	\$300.00
Change Occupancy Classification	\$200.00
Occupancy Load Calculation (not in conjunction with a building permit)	\$200.00
Permit Application Review Fees (non-refundable deposit on permit fee)	
- Construction value less than \$50,000	\$100.00
- Construction value \$50,000 to \$250,000	\$200.00
- Construction value more than \$250,000	\$300.00
Permit Revision Fees (non-refundable)	
- Construction value less than \$50,000	\$100.00
- Construction value \$50,000 to \$250,000	\$150.00
- Construction value more than \$250,000	\$200.00
Permit Extension Fees (non-refundable)	
- Construction value less than \$50,000	\$100.00
- Construction value more than \$50,000	\$150.00
Inspection Fees (non-refundable)	
- Re-inspection fee for more than two inspections	\$100.00
- Requested interim inspection on building with permit	\$100.00
- Requested health, safety, insurance, or other outside agency inspection on building with no permit	\$200.00
Alternative Solution – Examination of requests for alternatives to Building Code requirements	\$300.00 per alternative solution
Contaminated Site Profile Review	\$100

Plumbing Permit Fees (all fees are subject to applicable taxes)	
Application Type	Fee
Plumbing Permit Fees	
- Minimum fee for a plumbing permit not applied for in conjunction with a building permit	\$100.00
Plumbing Fixtures	
- Base Fee	\$50.00
- For first 10 fixtures	\$20.00 per fixture
- For each additional fixture above 10	\$15.00 per fixture
Automatic Fire Sprinkler Systems	
- For 10 heads or less	\$50.00 plus \$10.00 per head
- For 11 to 100 heads	\$150.00 plus \$1.00 per head
- For more than 100 heads	\$210.00 plus \$0.50 per head
Sewer Connections	
- Private sanitary sewer pipe connection community sewer system and decommission of existing tank (if needed)	\$200.00

SCHEDULE 3 – Building Bylaw Fees (Continued)

Building Bylaw

Security Deposit Fees	
Building Type	Security Deposit Fee
Single-family dwelling alterations or renovations that are within the original footprint and does not create an additional dwelling unit and where no increase of water service is required.	No security deposit fee is required for these minor projects
Accessory building that is smaller than 25 square meters.	
A single-family dwelling parking structure, combination parking structure/accessory building, a swimming pool, or an unenclosed ground/main floor deck addition under 10 square metres with no roof, or an accessory building greater than 25 square metres.	\$1,000 or 1% of construction value, whichever is greater
Retaining walls, or other minor projects that require a permit, not described above.	
Single-family dwelling addition, and additions to other buildings and structures that are not complex buildings, alteration, or renovation that changes the original building footprint, that creates an additional dwelling unit, or where an increase of water service is required.	\$3,000 or 1% of construction value, whichever is greater
Unenclosed ground/main floor deck addition over 10 square meters.	
Demolitions	
A new single-family dwelling or simple building, or a Site Servicing Installation for a project that has no complex element	\$5,000 or 1% of construction value, whichever is greater
Addition to a complex building or structure.	
A complex building, or a building with a complex element, or a Site Servicing Installation for a project that has a complex element.	\$10,000 or 1% of construction value, whichever is greater

SCHEDULE 4 – Business Licence

Business Licence Bylaw

Business Licence Fees (all fees are subject to applicable taxes)	
Classification	Fee
Charitable, Non-Profit, Philanthropic or Religious Organization	No charge
Government Service	No charge
Farm Retail Sales/Farm Stand	No charge
Home-Based	\$50.00
Intermunicipal	\$100.00
Commercial – Small (464.5 sq.m./5,000 sq.ft.) or less gross floor area of buildings used for business	\$125.00
Commercial – Large (more than 464.5 sq.m./5,000 sq.ft.) of gross floor area of buildings used for business	\$250.00
Non-Resident	\$100.00
Daily	\$50.00 per day
Direct Seller	\$50.00
Peddler	\$50.00

Business Licence Late Fees	
	Fee
Unpaid Annual Licence fee as of March 1	50% of outstanding Business Licence fee

SCHEDULE 5 – Development Applications

Development Procedures Bylaw

Development Application Fees (all fees are subject to applicable taxes)		
Application Type	Base Fee	Additional Fee
Official Community Plan Bylaw Amendment or Zoning Bylaw Amendment	\$5300.00*	\$0.15/m2 of lot area
Official Community Plan or Zoning Bylaw Text Amendment	\$4300.00*	n/a
Combined Official Community Plan and Zoning Bylaw Amendment	\$7300.00*	\$0.15/m2 of lot area
Temporary Use Permit	\$3300.00*	n/a
Temporary Use Permit Renewal	\$2800.00*	n/a
Development Permit **	\$1200.00	\$1.50/m2 of gross floor area Development Variance Permit fees apply as per Schedule 5 of this Bylaw.
Development Permit Amendment	\$700.00	n/a
Development Permit Renewal	50% of original fee to a maximum of \$5,000	n/a
Development Variance Permit	\$1000.00	\$250 per additional variance
Board of Variance Application	\$500.00	n/a
Floodplain Exemption	\$500.00	n/a
ALR Subdivision	\$750.00	Applicable ALC fees
ALR Non-adhering Residential Use	\$450.00	Applicable ALC fees
ALR Soil Use to Place Fill and/or Remove Soil	\$750.00	Applicable ALC fees
ALR Non-farm Use	\$750.00	Applicable ALC fees
Radio Telecommunication Tower	\$1000.00	n/a
Preparation of covenant or other legal document required under bylaw	Actual cost plus \$200.00 per document	n/a
Covenant or legal document amendment	\$500.00	\$2300.00 public hearing fee, if public hearing is required
Contaminated Site Profile Review	\$100	n/a

* Public hearing fees are included in the base fee unless otherwise noted. If the application is withdrawn prior to advertising/notification of public hearing, \$2300.00 will be refunded.

** A 60% refund of Development Permit application fees will be applicable if received as part of a concurrent application for a Zoning Bylaw amendment that was not adopted by Council.

Fees for Service – Development	
	Fee
Liquor Licence application under the District of Sooke Liquor Licence Application Procedure Policy:	
• Application for a new liquor primary licence	\$500
• Application to amend an existing liquor licence	\$300
Road and Park Closure or Exchange (not initiated by the District of Sooke) * See Road Closure and Sale Policy	\$2,000 per closure or exchange
Latecomer's Agreement	\$2,000

SCHEDULE 6 – Fire Services/Fireworks

Fire Protection Services Bylaw and Firework Regulation Bylaw

Fire Service Fees (all fees are subject to applicable taxes)	
Service	Fee
Burning Permit	\$55.00
Routine Inspection	No charge
Non-routine Inspection	\$80.00 per inspection
Follow-up inspection related to first inspection	\$80.00 per inspection
Each additional inspection regarding enforcement issue	\$80.00 per inspection
Third and each subsequent false alarm response in a calendar year	\$80.00 per incident
Fuel/Oil Tank Installation or Removal – Attendance by Fire personnel	\$80.00/hour
Equipment and Personnel	Fee
Engines	\$830.00/hour per engine
Aerial Devices	\$1,315.00/hour per device
Rescue Vehicles	\$540.00/hour per vehicle
Special Operations Trailers	\$400.00/hour per vehicle
Duty Chiefs and Small Vehicles	\$230.00/hour per vehicle
Water Tender	\$375.00/hour per vehicle
Wildland/Mini-Pumper	\$475.00/hour per vehicle
Permit or Service	Fee
Consumer Fireworks Permit	\$20.00
Display Fireworks Permit	\$150.00
Fire Protection for Pyrotechnics Special Effects Fireworks Event	\$600.00/hr*
Fire Safety Plan Review	\$300.00
Providing high angle rescue from a tower crane, building, or structure	Actual Cost of Rescue (inclusive of Sooke Fire Rescue and any 3rd party contractors) PLUS a 15% administration fee

* minimum 4 hour charge

SCHEDULE 7 – Miscellaneous Fees

Various Bylaws

Miscellaneous Fees (all fees are subject to applicable taxes)		
Service	Fee	Additional Fee
Soil Permit – Greater than 20 m3 but less than 300 m3, for the construction of a single-family dwelling	\$100.00 administration fee	n/a
Soil Permit – Greater than or equal to 20 m3, for all other applications	\$100.00 administration fee	\$0.50 per m3 of soil to be removed or deposited
Highway Use Permit*	\$50.00	6% of the first \$500,000 plus 0.5% of the remainder of the cost of all works
Blasting Permit	\$50.00	n/a
Fourth false alarm in a calendar year (RCMP attend)	\$250.00	n/a
Fifth and each subsequent false alarm in a calendar year (RCMP attend)	\$500.00	n/a

* District of Sooke works under contract are exempt from Highway Use Permit fees.

SCHEDULE 8 – Nuisance Properties

Nuisance (Controlled Substance)

Nuisance Property Fees (all fees are subject to applicable taxes)	
Service	Fee
Inspection	\$500.00 per inspection
Subsequent Inspection where an owner or occupier has failed to undertake action ordered by the Fire Chief, the Council or person authorized under the bylaw to order the action	\$1000.00
Safety Inspection with Inspectors	\$500.00
Fire, RCMP, District Staff and Other Services	Actual cost

SCHEDULE 9 – Sign Permits

Sign Regulation Bylaw

Sign Permit Fees (all fees are subject to applicable taxes)	
Permit	Fee
Alteration/Replacement of Sign	\$25.00
Awning	\$100.00
Banner Sign – Calendar Year Permit	\$50.00
Banner Sign – 20 Day Permit	\$25.00
Bed and Breakfast Sign	\$25.00
Canopy Sign	\$100.00
Construction Project Sign	\$100.00
Directional Sign	\$25.00
Directory Sign	\$50.00
Electronic Message Board	\$100.00
Façade Sign	\$100.00
Free Standing Sign	\$100.00
Home Occupation Sign	\$25.00
Inflatable Sign	\$25.00
Mural	\$20.00
Sandwich Board Sign (initial permit)	\$20.00/sign/ for first calendar year
Sandwich Board Sign (renew existing permit)	\$5.00/calendar year
Projecting Sign	\$100.00
Wayfinding Panels	\$200.00 per panel per calendar year
Other	\$50.00
Special Event	No charge
Municipal	No charge

SCHEDULE 10 – Subdivision Fees
 Subdivision Development Standards Bylaw

Subdivision Application Fees (all fees are subject to applicable taxes)		
Application Type	Base Fee	Additional Fee
Preliminary Layout Assessment	\$2000.00	\$150.00 each newly created lot
Preliminary Layout Assessment Extension	\$300.00	n/a
Preliminary Layout Assessment Amendment	\$750.00	n/a
Lot Line Adjustment	\$2000.00	n/a
Phased Strata Plan - Declaration approval or amendment - Approval (per phase)	\$1000.00 \$500.00	n/a n/a
Design Drawing Assessment	\$500.00	1.25% of Engineers Estimate up to \$200,000 and 0.5% of the remainder
Strata Title Conversion Application - 4 lots or less - More than 4 lots	\$700.00 \$700.00	n/a \$100.00 per strata lot
Final Subdivision Approval - With Preliminary Layout Assessment - Without Preliminary Layout Assessment	\$1500.00 \$3000.00	\$150.00 each newly created lot \$150.00 each newly created lot
Works & Services Agreement - Security up to \$5000.00 - Security over \$5000.00	\$50.00 \$700.00	n/a n/a
Sanitary Serviceability Review • 1 to 10 SFEs* • 11 to 29 SFEs* • 30 to 100 SFEs* • Greater than 100 SFEs*	\$300.00 \$600.00 \$600.00 \$600.00	n/a \$900.00 \$1,200.00 \$1650.00 + \$100.00 for every 10 SFEs* above 100
Cost for examination and/or report made by the District of Sooke on any aspect of the subdivision or development or possible impact of the development	Actual cost	n/a
Contaminated Site Profile Review	\$100	n/a

* One SFE is equal to one dwelling unit equivalent (DUE) set forth in Schedule A of the Sooke Core Sewer Specified Area Cost Recovery Bylaw