



Building Bulletin

Permit Fee Payment Change for All Part 9 Building Applications

Dear valued customers,

Effective Jan. 2, 2024, the permit fee, including permit rebate, **MUST** be paid at time of permit application for all Part 9 projects (e.g., single detached, semi-detached, rowhouse, decks, sheds, ADU's, etc.). Development Charges will be invoiced separately after the permit application.

The City has experienced misuse by some customers where applications were filed (non-payment) and resulted in a large number of dormant applications and requiring additional resource time to follow-up.

The City offers multiple payment options to ensure your application is deemed complete and start the time frame. If payment is not received at time of application or within 2 business days, the application will be cancelled.

The payment options include:

1. Credit card online (max. \$5,000),
2. Electronic fund transfer (EFT) (no \$ limit),
3. Debit (requires applicant to visit city hall in-person), or
4. Cheque (requires applicant to visit city hall in-person)

Based on experience, options 1 & 2 are the preferred payment methods to advance applications into plan review. Many of our repeat customers use the EFT option. For customers interested in EFT, please contact the Information Officer at 519-741-2312 or building@kitchener.ca.

If there are questions or comments, please contact one of us directly.

Jordan MacLaughlin CBCO
Manager, Permits
519.741.2200 Ext. 7819

Mike Seiling CET, CBCO
Director, Building/CBO
519.741.2200 Ext.7669