

**Town of Saugeen Shores
Corporate Policy**

Building and Sign Permit Fee Reduction Program	
Department: Development Services	Prepared By: Bart Toby
Date of Passage:	Resolution Number:

Purpose: **To provide a policy on how building permit and sign permit fees are significantly reduced for façade improvement and accessibility improvement projects within the Community Improvement Plan Areas for Port Elgin and Southampton**

Policy:

1. A reduced building permit and/or sign permit fee shall be collected for projects incorporating façade improvements that are located within the lands shown on Schedule A. If a project includes improvements other than façade improvements, the normal building permit fee shall be collected for the portion of the project that does not include façade improvements (excluding any accessibility improvements as outlined in Section 2)
2. A reduced building permit and/or sign permit fee shall be collected for projects incorporating accessibility improvements that comply with the Town's Accessibility Guidelines and that are located within the lands shown on Schedule A. If a project includes improvements other than accessibility improvements, the normal building permit fee shall be collected for the portion of the project that does not include accessibility improvements (excluding any façade improvements as outlined in section 1).

The Town's Operating Budget shall allocate funds for this program which shall be expensed to the Building Department.

The Program will be administered on a first-come-first-serve basis and reduced fees shall only be administered until the Operating Budget allocation has been reached.

The Fees & Charges By-law shall be updated to incorporate the matters outlined in this policy.

The Town may, at its sole discretion, terminate the Building and Sign Permit Fee Reduction Program at any time

Eligibility Limitations

- The subject lands are within defined area on Schedule A
- Property Taxes must be current
- Project shall not commence prior to issuance of a building and/or sign permit

Schedule A



Community Improvement Project Area

