

	Building Services & Finance		
	Inactive Design Criteria By-Law Deposit Policy		
	Policy Number	3-006	
	Approval Date	04/23/2018	Revision Date
	Schedules		

A. POLICY STATEMENT

This policy is established to regulate Design Criteria By-Law 3153 deposits associated with inactive/stale open building permits.

B. PURPOSE

The purpose of the policy is to close stale open building permits and reduce the outstanding Design Criteria By-Law 3153 deposit account associated with inactive/stale open permits. Forfeited deposits will be transferred to the Development Remediation Reserve to assist in funding outstanding development related municipal infrastructure deficiencies.

C. SCOPE

This policy is subject to the following:

- i) open building permits that have obtained occupancy but have not obtained a final inspection;
- ii) building permits that are subject to a Design Criteria By-Law 3153 deposit; and
- iii) building permits that have been inactive for a minimum of four (4) years.

D. AUTHORITY

Council provides authority to Building Services and Finance staff to implement.

E. POLICY

Permit holders identified in the scope of this policy will be sent a final notice from Building Services with wording that was provided by the Town solicitor advising that the permit is inactive/open and must be closed within six (6) months of the notice date at which point the deposit will be forfeited.

Building Services & Finance

Inactive Design Criteria By-Law Deposit Policy

Policy Number

Permits that are not closed within the six (6) month notice will remain open and the deposit will be forfeited.

Building Services staff will notify Finance staff of the forfeited deposits.

Finance will track forfeited deposits.

Finance will transfer forfeited deposits from the Design Criteria Construction Deposit account to the Development Remediation Reserve annually on December 31.
