



2025 PLANNING DEPARTMENT FEES

Effective: January 01, 2025

Comfort Letters (per lot): NOT Single and Two-Family dwellings $\$210.50 + 10.53 = 221.03$
 Refunds on Comfort Letters are not granted, unless withdrawn prior to this department circulating to other departments for their review.

Liquor Licence Applications:

New Facilities	\$1,047.50
Amendments	\$532.50

A refund on the Liquor Licence application is not granted, except under the following circumstances:

- 1) A full refund is granted if the Liquor Licence application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the Liquor Licence application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed.

Cannabis Store Applications:

New Facilities	\$2,095.00
Amendments	\$1,064.50

A refund on the Cannabis Store application is not granted, except under the following circumstances:

- 1) A full refund is granted if the Cannabis Store application is withdrawn during the 60 day application intake period. Once the intake period concludes, the City's application fee will not be refunded.

Personal Preference Address Changes: $\$1,176.50 + 58.83 = 1,235.33$

A refund on Personal Preference Address Change is not granted, unless withdrawn prior to this department circulating to other departments for their review, and/or if the address request can not be accommodated.

Preliminary Plan Approval:

On Construction Value	\$3.10 per \$1,000.00
Minimum Fee	\$321.50
Extensions	\$193.50
Review of Preliminary or Modified Drawings and Specifications	$\$90.00/\text{hr} + 4.50 = 94.50$ (min ½ hour)

A refund on the PPA application is not granted, except under the following circumstances:

- 1) A full refund is granted if the PPA application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the PPA application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed.

Cancellation Policy: An applicant may request, in writing, the cancellation of a PPA application at any time during the PPA process, pursuant to the refund policy. The City of Burnaby reserves the rights to cancel a PPA application under following circumstances:

- 1) A PPA application cannot be approved under the Burnaby Zoning Bylaw.
- 2) A new proposal or a major revision is proposed after the original PPA submission. Please note that a revision is considered a major if more than half of the original proposal area is affected by the change.
- 3) A PPA application is abandoned (no action by an applicant for a period of six months or more from the last action recorded) by the applicant.



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Temporary Use Permit (TUP):	Application Fee	\$2,860.00
	Renewal Fee	\$1,757.00
	Amendment Fee	\$1,757.00
	On Construction Value or Minimum Fee	\$3.10 per \$1,000.00
	if less than amount	OR \$321.50 Minimum
	Public Notice Sign Removal Fee	\$274.50
Administration Fee	(processing and reviewing compliance security for required works)	1% of estimated compliance security

A refund on the TUP application is not granted, except under the following circumstances:

- 1) A full refund is granted if the TUP application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the TUP application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not received.

Development Variance Permit (DVP):	Application Fee	
	(Minor: 3 or less variances)	\$1,282.50
	Application Fee (Minor: more than 3)	\$1,923.50
	Application Fee (other than minor or combination of variances, 3 or less)	\$2,351.50
	Application Fee (other than minor or combination of variance, more than 3)	\$2,992.50
	Council reconsideration of minor	\$1,068.50
	Amendment Fee	\$1,068.50
	Public Notice Sign Removal Fee	\$274.50
	Processing and reviewing security for landscaping and remediation	1% of estimated security

A refund on the DVP application is not granted, except under the following circumstances:

- 1) A full refund is granted if the DVP application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the DVP application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not received.

ERC Applications:	Small Scale Multi-Unit Housing (R1)	\$659.50
	New Developments (other)	\$1,318.00

A refund on an ERC application is not granted, except under the following circumstances:

- 1) Partial refund equal to the amount of the ERC application fee minus \$100.00 is granted if the application is withdrawn prior to the scheduled ERC meeting.

Road Closure / Highway Exchange:	\$2,880.00
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A refund on the Road Closure application is not granted, except under the following circumstances:

- 1) A full refund is granted if the Road Closure application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the Road Closure application fee minus \$500.00 is granted after the application is circulated to other departments but review comments not completed.



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Rezoning Applications:	First 1,700 m ² of site area or part thereof	\$2,860.00
	Each additional 100 m ² or part thereof	\$77.00
	Public Hearing (PH) or Additional PH	\$1,098.50
MASTER PLAN REZONINGS:	First 40,000 m ² of site area or part thereof	\$253,345.50
	Each additional 100 m ² of site area or part thereof	\$474.50
CD Rezoning with FAR greater than or equal to 3.6 and Master Plan Amendments	First 8,000 m ² of site area and 3.6 FAR or part thereof	\$35,467.50
	Each additional 100 m ² of site area or part	\$455.00
	Each additional 0.1 FAR	\$455.00
	Public Hearing (PH) or Additional PH	\$1,098.50

A refund on the rezoning application is not granted, except under the following circumstances:

- 1) A partial refund equal to half of the Rezoning application fee is granted after the application is circulated to other departments but review comments not completed.

Servicing Agreements:	First three servicing items, no agmt req	\$1,176.50
	Multiple Family 's' District	\$18,492.00
	All others	\$12,329.00

Strata Title Applications:	Small Scale Multi-Unit Housing (R1)	\$845.00
	Plus per Additional R1/Industrial/Commercial Unit	\$48.00
Phased Strata Plans:	• First Phase	\$5,884.00
	• Subsequent Phases	\$1,176.50
	• Last Phase	\$1,176.50
	Form 'P' Amendment	\$106.00

A refund on the Strata Title application is not granted, except under the following circumstances:

- 1) A full refund is granted if the Strata Title application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the Strata Title application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed.

Subdivision Applications:	Small Scale Multi-Unit Housing (R1)	\$6,165.50
	Multiple Family 'S' District	\$18,492.00
	All others (NOT Residential or 'S' District)	\$12,329.00
Airspace Parcel Subdivision:	• FAR less than 2.0	\$14,038.00
	• FAR of 2.0 or greater	\$21,054.00
Tentative Approval Extension:	• Single Family	\$326.00
	• Other Subdivisions / Servicing	\$728.00
DCC Installments (Admin Fee):		\$3,295.00

A refund on the Subdivision application is not granted, except under the following circumstances:

- 1) A full refund is granted if the Subdivision application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the Subdivision application fee minus \$500.00 is granted after the application is circulated to other departments but review comments not completed.



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Legal Agreement Amendment:	First three amendment items	\$659.50
	For more than three amendment items	\$1,098.50
Land Title Searches:	Search	\$17.00
	Document and Plan Imaged records	\$22.00
Copies of Departmental Records or Drawings:	File Research Fee (GST)	\$32.00 + 1.60=33.60
	Electronic copies (per image - GST)	\$ 2.60 + 0.13=2.73
	Paper copies (8.5 x 11, per page – GST/PST)	\$ 4.30 + 0.52=4.82
	Paper copies (11 x 17, per page – GST/PST)	\$ 10.15 + 1.22=11.37
BOV Application Fee (payable to Corporate Services)		
Up to three (3) variances		\$1,282.50
For more than three (3) variances		\$1,923.50

Preliminary Plan Approval (PPA) Sign Applications: (submit to Building Department)	For signs (per sign application)	\$164.50
	Comprehensive Sign Plans	\$632.50
	Integrated Comprehensive Sign Plans for CD rezonings or Master Plan rezonings	\$3,167.50
<p>A refund on the sign application is not granted, except under the following circumstances:</p> <ol style="list-style-type: none"> 1) A full refund is granted if the sign application is withdrawn prior to this department circulating the application to other departments for their review. 2) Partial refund equal to the amount of the sign application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed. <p>Cancellation Policy: An applicant may request, in writing, the cancellation of a sign application at any time during the sign process, pursuant to the refund policy. The City of Burnaby reserves the rights to cancel a sign application under following circumstances:</p> <ol style="list-style-type: none"> 1) A sign application cannot be approved under the Burnaby Zoning Bylaw. 2) A new proposal or a major revision is proposed after the original sign submission. Please note that a revision is considered a major if more than half of the original proposal area is affected by the change. 3) A sign application is abandoned (no action by an applicant for a period of six months or more from the last action recorded) by the applicant. 		
<p>Payment-in-lieu of Parking Fee (Bylaw 14321) \$26,718.50 per off-street parking space not provided as required in Schedule VIII (Section 800.4) of the Burnaby Zoning Bylaw, 1965</p>		