

Performance Deposit Procedures

As per the new amendments to *Zoning Bylaw #2010-1834*, performance deposit may be requested to ensure compliance with any development standards. Effective May 31, 2017, deposits shall be required alongside a development/building permit for the following types of projects:

- Any new residential dwelling or an addition to an existing residential dwelling;
- Any new commercial structure, addition, or accessory building over 120 square metres;
- Any new industrial structure, addition, or accessory building over 120 square metres; and,
- Any other development with special development standards as determined by the Development Officer or the Building Official.

The performance deposit amount will be calculated as 5% of total estimated value of construction, to a maximum of \$5,000. The deposit will be collected at the same time as the Development Permit fee, or the Building Permit fee in case of residential development. The deposit will be returned in its entirety when the following conditions are met:

- The applicant has requested a final inspection of the project;
- All conditions of the permit of been completed to the satisfaction of either the Development Officer or Building Official;
- The structure is compliant with the *National Building Code 2010*; and
- The project has been completed within two (2) years of the permit issuance **or** an extension for the project has been granted and the work is completed in that time period.

Any performance deposit held for a period greater than two (2) years will be forfeited to the city. Any applicant may make a request in writing to extend the period by one (1) year. An applicant cannot make more than two requests for any given project. All requests must be made within the end of the given time frame.

All performance deposit inquiries may be forwarded to Land Development Services