



# Planning & Building Safety Department

## Standard Operating Procedure (SOP)

**SOP For:** Heating and Ventilation Fee

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**Date Created:** February 27, 2015

**Date Implemented:** March 1, 2015

Included in the 2015 Fee Schedule is the Heating/Ventilation System fee for Part 3 and Part 9 residential occupancies. The following is to provide direction on how and when to charge this fee.

1. The Heating/Ventilation System fee (the Fee) is to be charged on all houses and units of residential occupancies as covered in Part 3 and Part 9 of the Manitoba Building Code. The fee will not apply to projects outside of this portion of the Manitoba Building Code.
2. The Fee is to be charged for every dwelling unit within a project. For example: a building permit for a 4-Plex will have the Fee charged four times.
3. The Fee will also be assessed on projects that have a scope of work that modifies the existing heating and ventilation system; an example of this would be a single family dwelling addition.
4. Within CityView, when the Inspector approves the activity: Heating & Ventilation Sign-Off, the Fee will automatically add to the permit fees listed on the Fees tab. Administration is responsible to ensure that when the activity is approved the Fee adds correctly.
5. If there are multiple dwelling units included in the project, CityView is to automatically calculate the number of dwelling units by the Fee and add the appropriate charge to the Fees tab. Administration is responsible to ensure that when the activity is approved the Fee adds correctly.
6. When assessing the Fee for residential projects greater than four dwelling units, Part 3 or Part 9, the Fee may be charged by the number of separate system design configurations or by floor. The responsibility for requesting the review of the Fee is on the permit applicant, must be in writing and is subject to approval by the Building Safety Manager. The applicant must demonstrate why a fee review may be considered.

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