



Transitional Rules for Development Charges Rates

On April 7, 2025, City Council adopted By-Law No. 7397 to increase Development Charges (DC) for transportation and land drainage network infrastructure. The updated DC rates will take effect as of **12:00 a.m. on June 6, 2025**.

In order to facilitate a smooth transition from current to updated DC rates, the following are transitional rules that City Administration will adhere to when applying DCs to rezonings, subdivisions and building permits.

Development Agreements

1. Any rezoning or subdivision with an executed development agreement by **5:00 p.m.** on the day prior to the by-law amendment coming into effect (**June 5, 2025**), will be exempt from updated development charge rates applicable at the time of rezoning or subdivision.

Building Permits – Online Application

2. Any building permit (foundation only or combined foundation/superstructure) applied for online through the CityView Portal and accompanied by a complete submission by **11:59 p.m.** on the day prior to the by-law amendment coming into effect (**June 5, 2025**), may be exempt from updated development charge rates applicable at the time of building permit.

NOTE:

- A “complete submission”, for the purposes of the development charges transitional period, includes all of the required submittal documents for the application type as set-forth on the [City website \(www.brandon.ca/permits-applications/building-plumbing\)](http://www.brandon.ca/permits-applications/building-plumbing).
 - A complete submission for a building permit includes the complete submission of a development permit when applicable.
 - The superstructure submission should be submitted, at minimum, twenty (20) business days prior to the deadline in Section 5 (**July 18, 2025**) to ensure there is adequate time to review and accept the submission.
3. Any building permit (foundation only or combined foundation/superstructure) applied for prior to the deadline in Section 2, in which a complete submission does not accompany the application, the applicant will be granted an additional ten (10) business days to submit any outstanding requirements. The City must receive complete submissions no later than **11:59 p.m.** on the 10th business day (**June 19, 2025**) to qualify for this extension. Extensions past the additional ten (10) business days to complete a permit submission will not be granted.
 4. Any building permit (foundation only or combined foundation/superstructure) with incomplete submissions after the deadline in Section 3 will be subject to updated development charges rates even if the application was made prior to the by-law coming into full force (**June 6, 2025**).

5. Notwithstanding Section 2-4, all superstructure permits associated with the foundation only or combined foundation/superstructure building permits applied for prior to the deadline in Section 2 and deemed to be a complete submission by the deadline in Section 3 must be issued and paid for in full within sixty (60) calendar days from deadline in Section 3 at **11:59 p.m. (August 18, 2025)** to remain exempt from updated development charge rates. If superstructure permit is not paid within the above mentioned timelines, the difference in development charge rates will be due at the time of superstructure permit issuance.

6. Where a high density residential superstructure permit or a non-residential superstructure permit greater than 600m² was issued, paid previous development charge rates and will expire after one (1) year without completion of the required work under the permit, the first permit extension applied for prior to the expiry date will not be reassessed for current development charge rates at the time of permit issuance (Permit Renewal fee still to be applied). Any further extensions or new building permit applications will be subject to current development charges at the time of permit issuance in accordance with the fee schedule and Development Charges By-law. The difference between the two rates will be owed prior to the applicant being issued the permit. Completion for the purposes of development charges will be defined as follows:
 - a. Completion of a secondary suite is considered to be substantial completion.
 - b. Completion of a multi-dwelling unit building is considered to be a successful insulation and poly inspection.

NOTE: High density: means multiple and secondary suite dwellings.

- Secondary Suite Dwelling” means a dwelling unit that is self-contained, subsidiary to, and located on the same site as a single detached dwelling and complies with the development standards as set-forth in the Zoning By-law.
- Multiple Dwelling: A building containing three (3) or more dwelling units, other than a row house dwelling.

7. Where a low density residential superstructure permit or a non-residential superstructure permit less than or equal to 600m² was issued, paid previous development charge rates and will expire after one (1) year without completion of the required work under the permit, the first permit extension applied for prior to the expiry will be reassessed for current development charge rates at the time of permit issuance (Permit Renewal fee still to be applied) in accordance with the fee schedule and Development Charges By-law. The difference between the two rates will be owed prior to the applicant being issued the permit. Completion for the purposes of development charges will be defined as follows:
 - a. Completion of a detached, semi-detached, duplex or row house dwelling is considered to be substantial completion.
 - b. Completion of a non-residential building is considered to be a successful insulation and poly inspection.

NOTE: Low density: detached, semi-detached, duplex and row house dwellings.

- Detached Dwelling: A building containing only one (1) dwelling unit and includes a mobile or modular home.

- Semi-Detached Dwelling: A building containing two (2) dwelling units with each dwelling unit occupying its own site.
 - Duplex Dwelling: A building containing two (2) dwelling units with both dwelling units occupying the same site.
 - Row house Dwelling: A building with three (3) or more dwelling units joined side by side (or occasionally side to back), such as a townhouse, but not having any other dwellings either above or below. Each unit shall occupy its own site.
8. No development or building permit will be issued with a condition of completing all or part of the site, grading or servicing design at a later date.

Building Permits – Written Application

9. Any building permit (foundation only or combined foundation/superstructure) applied for by written application and accompanied by a complete submission by **5:00 p.m.** on the day prior to the by-law amendment coming into effect (**June 5, 2025**), may be exempt from updated development charge rates applicable at the time of building permit. See Section 2 for details on a complete submission and superstructure submission.
10. Any building permit (foundation only or combined foundation/superstructure) applied for prior to the deadline in Section 9, in which a complete submission does not accompany the application, the applicant will be granted an additional ten (10) business days to submit any outstanding requirements. The City must receive complete submissions no later than **5:00 p.m.** on the 10th business day (**June 19, 2025**) to qualify for this extension. Extensions past the additional ten (10) business days to complete a permit submission will not be granted.
11. Any building permit (foundation only or combined foundation/superstructure) with incomplete submissions after the deadline in Section 10 will be subject to updated development charges rates even if the application was made prior to the by-law coming into full force (**June 6, 2025**).
12. Notwithstanding Section 9-11, all superstructure permits associated with the foundation only or combined foundation/superstructure building permits applied for prior to the deadline in Section 9 and deemed to be a complete submission by the deadline in Section 10 must be issued and paid for in full within sixty (60) calendar days from deadline in Section 10 at **5:00 p.m. (August 18, 2025)** to remain exempt from updated development charge rates.
13. Follow Sections 6-8.



IMPORTANT DATES

Milestone/Deadline	Date	Section Ref.
Amending By-law No. 7397 Enacted	April 7, 2025	
Executed Development Agreement & Building Permit Application Deadline	June 5, 2025	1, 2, 9
New Development Charges Rates in Effect	June 6, 2025	4, 11
Complete Submission Deadline	June 19, 2025	3, 10
Superstructure Permit Submission Deadline	July 18, 2025	2
Superstructure Permit Issuance Deadline	August 18, 2025	5, 12