

## RM253

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**From:** Amanda Prevost <amanda@pro-inspections.ca>  
**Sent:** 10/30/2024 10:45 AM  
**To:** RM253  
**Cc:** Bob Baker  
**Subject:** PBI Fee Review (2025-2026)  
**Attachments:** RM of Willner - Fee Review 2025-2026.pdf; PBI Fee Calculator \$100.00 - Residential (2025-2026).xlsx; PBI Fee Calculator \$100.00 - Commercial (2025-2026).xlsx; PBI Building Officials Appointments 2025 - Fillable.pdf

Good morning,

Attached is our fee review for 2025-2026 that include your new Schedule A's and a new Fee calculator. If you have any questions or comments, please reach out to Bob Baker at [bob@pro-inspections.ca](mailto:bob@pro-inspections.ca) or on his cell at 306-550-5505.

Please double check your new travel fee and that your old rate is correct. Please send a signed copy back to Amanda Prevost at [amanda@pro-inspections.ca](mailto:amanda@pro-inspections.ca) before December 31, 2024.

Also, is attached your new 2025 Certificate of Appointment. Please sign, seal and return as well to Amanda Prevost at [amada@pro-inspections.ca](mailto:amada@pro-inspections.ca). This must be submitted to the government within the first 60 days after year end (Jan 1, 2025 – March 1, 2025). We will submit on your behalf if it is sent to us by then. Thank you!

Have a great day!!

**Amanda Prevost**  
**Executive Assistant**  
Professional Building Inspections, Inc.  
5 Gregory Avenue East - Unit 5  
Box 517 Stn. Main  
White City, SK S4L 5B1  
Cell: 306-717-9125  
Office: 306-536-1799 / Fax: 306-781-2112  
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October 30, 2024

To: RM of Willner No. 253

**Re: Fee Review for 2025 - 2026**

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PBI has conducted a review of its fees. Despite of continued inflation everyone is struggling with, we are very pleased to announce that we will **not be increasing our fee rates!**

PBI is very proud that our fees are not just for plan reviews and inspections. They also include consultation with owners, contractors, designers, etc., throughout the whole life of the permit. The hours our Building Officials spend in conversations with these stakeholders are included, to help keep our fees very reasonable for you and your ratepayers.

There are some minor changes to note with Residential:

- Extra inspections on attached garages that are part of a new build; and
- Consistent travel fees.

Inspection of Attached Garages Part of a New Build

PBI is observing a number of deficiencies with attached garages that are part of a new build. PBI feels to ensure safe buildings, it is vital to add an inspection of these attached garages. This additional inspection will occur at half the standard rate.

Consistent Travel Fees

It was PBI's past practice that if we did more than one inspection in your municipality in a day, we would split the travel fee between the different inspections. We have been receiving feedback that rate payers were finding the resulting variation in travel fees confusing. We listen closely to all feedback, and specific to the travel fees, we have giving it great consideration, and decided to streamline the process, and charge a single, consistent travel fee.

To keep the change cost-neutral, we undertook an extensive review of frequency of split travel fees. Based on this review, your travel fee will decrease from \$165.00 per inspection, down to only \$100.00 per inspection.

**FEE REVIEW:**

Residential Building Inspection Services Fees

- All fees rates remain the same.
- If a new dwelling is being constructed with an attached garage an extra inspection is going to be charged at a rate of \$80.00 for the inspection of the foundation.

Commercial Building Inspection Services Fees

- Remains the same, no changes to fees.

**AGREEMENT FOR SERVICES:**

Agreement for Building Inspection Services

As per Section 5(2) of the Agreement for Building Inspection Services between you and PBI, please find attached the Schedule A's (residential and commercial) for the agreement.

The attachment will also act as a revised Fee Calculator for your use. The changes to the fee calculators have been shown in green font.

Fee adjustments will take affect on applications starting January 1, 2025.

Please note these are for municipal office use only, and not for further distribution.

Acknowledgement

We value your business and hope you will agree that our modest fees represent excellent value.

Please indicate your receipt and acknowledgement of the attached revised Schedule A, by signing and dating below, and returning a copy of this letter to myself, at [amanda@pro-inspections.ca](mailto:amanda@pro-inspections.ca).

And if you have any questions about our services, please do not hesitate to contact us. We would be happy to assist you!

Sincerely,



Amanda Prevost  
Executive Assistant

Receipt and acknowledged of revised Schedule A:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Schedule A (Page 1)



**PBI Fee Calculator**

Residential<sup>1</sup> (Class 1)

Effective January 1, 2025 - December 31, 2026

Municipal Office Use Only - Not for Distribution

Project Type	Size <sup>2</sup> (m <sup>2</sup> ) or Type	Reviews Plan Review	On-Site Inspections <sup>3</sup>					Final Inspection <sup>4</sup>	PBI Base Fee	Travel Fee <sup>5</sup> \$100.00 per trip	Municipal & SAMA Fee <sup>6</sup>	Total Permit Fee <sup>7</sup> (incl Travel)
			Foundation Inspection <sup>1</sup>	Anchoring & Framing Inspection	Framing Inspection	Insulation & Vapour Barrier Inspection	Occupancy Inspection					
New Dwelling	up to 99 m <sup>2</sup>	\$320.00	\$160.00		\$160.00	\$160.00	\$160.00	\$0.00	\$ 960.00	\$500.00		\$ 1,460.00
Size <sup>2</sup> based on developed living space, including walkout and finished basements	100 - 219	\$480.00	\$240.00		\$240.00	\$240.00	\$240.00	\$0.00	\$ 1,440.00	\$500.00		\$ 1,940.00
	220 - 339	\$640.00	\$320.00		\$320.00	\$320.00	\$320.00	\$0.00	\$ 1,920.00	\$500.00		\$ 2,420.00
	340 - 459	\$800.00	\$400.00		\$400.00	\$400.00	\$400.00	\$0.00	\$ 2,400.00	\$500.00		\$ 2,900.00
Note: 99.9 m <sup>2</sup> = 1,075 ft <sup>2</sup>	460 - 599	\$960.00	\$480.00		\$480.00	\$480.00	\$480.00	\$0.00	\$ 2,880.00	\$500.00		\$ 3,380.00
Addition / Accessory Bldg w/Living Space		\$160.00	\$160.00		\$160.00	\$160.00	\$160.00	\$0.00	\$ 800.00	\$500.00		\$ 1,300.00
Secondary Suite		\$160.00			\$160.00	\$160.00	\$160.00	\$0.00	\$ 640.00	\$400.00		\$ 1,040.00
Attached Garage (No living space or permanent heat source)	Insulated	\$80.00	\$160.00		\$160.00	\$160.00		\$80.00	\$ 640.00	\$400.00		\$ 1,040.00
	Not Insulated	\$80.00	\$160.00					\$160.00	\$ 400.00	\$200.00		\$ 600.00
Accessory Building <sup>8</sup> (No living space or permanent heat source)	Insulated	\$80.00			\$160.00	\$160.00		\$80.00	\$ 480.00	\$300.00		\$ 780.00
	Not Insulated	\$80.00						\$160.00	\$ 240.00	\$100.00		\$ 340.00
Renovation (structural or egress)		\$80.00			\$160.00			\$80.00	\$ 320.00	\$200.00		\$ 520.00
Basement Development		\$80.00			\$160.00			\$80.00	\$ 320.00	\$200.00		\$ 520.00
Deck (not covered or enclosed)		\$80.00						\$80.00	\$ 160.00	\$100.00		\$ 260.00
Cover/Enclosed Deck		\$80.00			\$160.00			\$80.00	\$ 320.00	\$200.00		\$ 520.00
Solar Panels (PV or Domestic Hot Water)		\$80.00						\$80.00	\$ 160.00	\$100.00		\$ 260.00
Retaining Wall		\$80.00	\$160.00					\$80.00	\$ 320.00	\$200.00		\$ 520.00
Foundation Replacement		\$80.00	\$160.00	\$160.00		\$160.00		\$80.00	\$ 640.00	\$400.00		\$ 1,040.00
Demolition		\$0.00						\$80.00	\$ 80.00	\$100.00		\$ 180.00
Mobile (Manufactured) Home		\$160.00		\$160.00			\$160.00	\$0.00	\$ 480.00	\$300.00		\$ 780.00
RTM / Modular Home / Post-Move	up to 99 m <sup>2</sup>	\$160.00	\$160.00	\$160.00		\$160.00	\$160.00	\$0.00	\$ 800.00	\$500.00		\$ 1,300.00
Size <sup>2</sup> based on developed living space, including walkout and finished basements	100 - 139	\$192.00	\$192.00	\$192.00		\$192.00	\$192.00	\$0.00	\$ 960.00	\$500.00		\$ 1,460.00
	140 - 179	\$224.00	\$224.00	\$224.00		\$224.00	\$224.00	\$0.00	\$ 1,120.00	\$500.00		\$ 1,620.00
	180 - 219	\$256.00	\$256.00	\$256.00		\$256.00	\$256.00	\$0.00	\$ 1,280.00	\$500.00		\$ 1,780.00
	220 - 259	\$288.00	\$288.00	\$288.00		\$288.00	\$288.00	\$0.00	\$ 1,440.00	\$500.00		\$ 1,940.00
	260 - 299	\$320.00	\$320.00	\$320.00		\$320.00	\$320.00	\$0.00	\$ 1,600.00	\$500.00		\$ 2,100.00

GST is payable, and not included in above rates

**Residential<sup>1</sup>:** In addition to those listed above, also includes detached houses, semi-detached houses, duplexes. Buildings with horizontal area larger than 600 m<sup>2</sup> are classified as Commercial (Class 3). Attached garages and decks included in fees if in the designs at time of Plan Review for new builds or additions. Additional foundation inspection required for attached garage at a charge of \$80.00 + Travel.

For Duplex / Two-Unit, each civic address is treated as an individual dwelling permit, with a permit number assigned for each address.

**Size<sup>2</sup>:** Amount of developed living space. Noted at top of Plan Review report, based on plans provided.

**On-Site Inspections<sup>3</sup>:** Number of inspections required is dependent on the size, foundation method, intended use, construction method, fire safety, energy code requirements, etc. Need assessed at Plan Review and Inspection stages. Extra Inspections, including missed inspections due to the owner or builder not contacting PBI for required inspections, may be required, and charged at \$160.00 + travel. Examples: optional services, unusual or larger projects, re-inspections of infractions, missed inspections, progress, follow-ups for long delays or non-compliance, order issuances, changes to original plans, etc.

**Final Inspection<sup>4</sup>:** Final Inspection not required will be refunded. Travel Fee charged for every Inspection. Extra Inspections may be required, and charged at \$160.00 + travel.

**Travel Fee<sup>5</sup>:** PBI charges the travel fee for each inspection made, no split travel between inspections.

**Municipal & SAMA Fee<sup>6</sup>:** These columns are for the Municipality's convenience, and will add the Municipal and SAMA fees into the Total Permit Fee. However, PBI does not collect this portion of the fees. Enter fee as dollar amount. Double-check fees are entered correctly.

**Total Permit Fee<sup>7</sup>:** The Total Permit Fee may differ compared to the total fee list above. The Permit Fee may be affected by number of Trips, Extra Inspections, Preliminary Application Review (PAR), Re-Reviews, Appeals, etc. PARs, Re-Reviews and Appeals may be charged at \$160/hr but for a total minimum of \$160. Also see "On-Site Inspections<sup>3</sup>".

**Note:** Recommended to collect Total Permit Fee before issuing Building Permit (but after Plan Review completed). It may be difficult to collect afterwards, as there is no legislation to add unpaid fees to taxes. Building Officials can not issue Stop Work Orders for unpaid fees.

**Accessory Building<sup>8</sup>:** Examples include buildings over 10m<sup>2</sup>, detached garages, boat houses, pole buildings, etc.

All fees are payable to: Professional Building Inspections, Inc. Payment terms are net 60 days from date of invoice. Interest shall be charged on overdue amounts at a rate of 1.5% on the unpaid balance (19.5% annual compounded).



## Schedule A (Page 2)

### PBI Fee Calculator

Commercial<sup>1</sup> (Class 2 & 3)

Effective January 1, 2025 - December 31, 2026

Municipal Office Use Only - Not for Distribution

#### Maximum of:

#### A) Value of Construction Fees:

VOC <sup>2</sup> :	<input type="text" value="\$266,667.00"/>	X	\$4.50	/	\$1,000	=	\$ 1,200.00	<b>PBI Base Fee</b>	(1/3 at Plan Review 2/3 for Inspections)
# of Trips:	<input type="text" value="0"/>	X	\$100.00			=	\$0.00	<b>Travel Fee<sup>3</sup></b>	(Project Estimate)
							<input type="text"/>	<b>Municipal &amp; SAMA Fee<sup>4</sup></b>	
							\$ 1,200.00	<b>Total Permit Fee<sup>5</sup></b>	

#### B) Minimum Fees:

Project Type	Type	Reviews Plan Review	On-Site Inspections <sup>3</sup>				PBI Base Fee	Travel Fee <sup>4</sup> \$100.00 per trip	Municipal & SAMA Fee <sup>5</sup>	Total Permit Fee <sup>6</sup> (incl Travel)
			Foundation Inspection	Framing Inspection	Insulation & Vapour Barrier Inspection	Occupancy or Final Inspection <sup>4</sup>				
Principal Building		\$400.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 1,200.00	\$400.00		\$ 1,600.00
Addition		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 1,000.00	\$400.00		\$ 1,400.00
Renovation / Tenant Improvements		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 800.00	\$300.00		\$ 1,100.00
Accessory Building <sup>7</sup> (No living space)	Insulated	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 1,000.00	\$400.00		\$ 1,400.00
	Not Insulated	\$200.00	\$200.00			\$200.00	\$ 600.00	\$200.00		\$ 800.00
Barrier-Free Washroom		\$200.00		\$200.00		\$200.00	\$ 600.00	\$200.00		\$ 800.00
Barrier-Free Ramp		\$200.00				\$200.00	\$ 400.00	\$100.00		\$ 500.00
Solar Panels (PV or Domestic Hot Water)		\$100.00				\$100.00	\$ 200.00	\$100.00		\$ 300.00
Demolition		\$0.00				\$100.00	\$ 100.00	\$100.00		\$ 200.00

**GST is payable, and not included in above rates**

**Commercial<sup>1</sup>:** In addition to those listed above, also includes industrial, institutional, and multi-unit and residential buildings with horizontal area larger than 600 m<sup>2</sup>.

For Multi-Unit, each civic address is treated as an individual commercial permit, with a permit number assigned for each address.

**Value of Construction (VOC)<sup>2</sup>:** Total value of building in its completed form. Includes: cost of design, building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors. Altus Group Guide for Canadian Cost of Construction used if project appears to be under valued.

**On-Site Inspections<sup>3</sup>:** Number of inspections required is dependent on the size, foundation method, intended use, construction method, fire safety, energy code requirements, etc. Need assessed at Plan Review and Inspection stages. Extra Inspections, including missed inspections due to the owner or builder not contacting PBI for required inspections, may be required, and charged at \$200.00 + travel. Examples: optional services, unusual or larger projects, re-inspections of infractions, progress follow-ups for long delays or non-compliance, order issuances, changes to original plans, etc.

**Travel Fee<sup>4</sup>:** Travel Fee will apply to each inspection made onsite.

**Municipal & SAMA Fee<sup>5</sup>:** These columns are for the Municipality's convenience, and will add the Municipal and SAMA fees into the Total Permit Fee. However, PBI does not collect this portion of the fees. Enter fee as dollar amount. Double-check fees are entered correctly.

**Total Permit Fee<sup>6</sup>:** The Total Permit Fee may differ compared to the total fee listed above. The Permit Fee may be affected by number of Trips, Extra Inspections, Preliminary Application Review (PAR), Re-Reviews, Appeals, etc. PARs, Re-Reviews and Appeals may be charged at \$200/hr but for a total minimum of \$200.

Also see "On-Site Inspections<sup>3</sup>".

Fees may be reduced for projects over \$20 million. Please inquiry if applicable.

**Note:** Recommended to collect Total Permit Fee before issuing Building Permit (but after Plan Review completed).

It may be difficult to collect afterwards, as there is no legislation to add unpaid fees to taxes. Building Officials can not issue Stop Work Orders for unpaid fees.

**Accessory Building<sup>7</sup>:** Examples include unheated detached garages, boat houses, pole buildings, etc. If permanent heat source needed, additional fees may apply.

**All fees are payable to: Professional Building Inspections, Inc.**

Payment terms are net 60 days from dates of invoice. Interest shall be charged on overdue amounts at a rate of 1.5% on the unpaid balance (19.5% annual compounded).

**CERTIFICATE OF APPOINTMENT**

*THIS IS TO CERTIFY THAT*

<b>Bobby Baker</b>	Class 3 Licensed Building Official, Saskatchewan	BOL552
<b>Virginia Shepley</b>	Class 3 Licensed Building Official, Saskatchewan	BOL517
<b>Joshua Nitz</b>	Class 3 Licensed Building Official, Saskatchewan	BOL785
<b>Amanda Kaufmann</b>	Class 2 Licensed Building Official, Saskatchewan	BOL405
<b>Cristin Korchinski</b>	R-Class 2 Licensed Building Official, Saskatchewan	BOL784/808
<b>David Kindred</b>	Class 1 Licensed Building Official, Saskatchewan	BOL514
<b>John Dulle</b>	Class 1 Licensed Building Official, Saskatchewan	BOL789
<b>Charles Fiss</b>	Class 1 Licensed Building Official, Saskatchewan	BOL836

Residents of the Province of Saskatchewan, who are employed by

PROFESSIONAL BUILDING INSPECTIONS, INC.  
5 GREGORY AVENUE EAST – UNIT 5  
BOX 517 STN MAIN  
WHITE CITY, SASKATCHEWAN

*HAVE BEEN APPOINTED AS LICENSED BUILDING OFFICIALS*

BY THE COUNCIL OF THE Rural Municipality of Willner No. 253

*UNDER THE AUTHORITY OF SUBSECTIONS 16(2) AND 16(3) OF*

*THE CONSTRUCTION CODES ACT*

*THE FOLLOWING BUILDING OFFICIALS ARE NO LONGER APPOINTED*

<b>Doug Mulhall</b>	Class 3 Licensed Building Official, Saskatchewan	BOL0001
<b>Walter Schroeder</b>	Class 1 Licensed Building Official, Saskatchewan	BOL0488

The Municipal Official below is hereby authorized to issue Certificates of Appointment for the above noted Licensed Building Officials.

**(MUNICIPAL SEAL)**

\_\_\_\_\_  
(Signature of Authorized Municipal Official)

**Len Palmer**

\_\_\_\_\_  
(Name of Municipal Official – Please Print)

**Reeve**

\_\_\_\_\_  
(Title of Municipal Official)

**November 21, 2024**

\_\_\_\_\_  
(Date of Resolution)

**/24**

\_\_\_\_\_  
(Resolution Number)