

CITY OF MARKHAM

ONTARIO



BY-LAW 2012-137

LICENSING, PERMIT AND SERVICE FEES BY-LAW

(Schedules/attachments included)

(Consolidated for convenience only to October 8, 2025)

Amended by:

By-law 2013-163 – October 29, 2013
Fee Update – effective December 1, 2014
Fee Update – January 8, 2015
Fee Update – January 9, 2017
Fee Update – December 13, 2017
Fee Update – January, 2018
By-law 2018-29 – April 24, 2018
By-law 2018-60 – May 29, 2018
By-law 2018-61 – May 29, 2018
Fee Update – December 27, 2018
Road Occupancy Update - January 25, 2019
By-law 2019-56 – April 30, 2019
Fee Update – December 27, 2019
Road Occupancy Update – March 6, 2020
By-law 2021-124 – December 14, 2021
Road Occupancy Update – December 29, 2021
Fee Update – December 29, 2021
By-Law 2022-92 – September 1, 2022
User Fee Update –December 16, 2022
Operations Fee Update – December 21, 2022
Road Occupancy Fee Update – December 21, 2022
User Fee Update – December 7, 2023
Road Occupancy Fee Update – January 15, 2024
By-Law 2024-89 – May 20, 2024
User Fee Update – Effective December 2, 2024
Road Occupancy, Administrative Fees Update – January 1, 2025
By-law 2025-18 – February 25, 2025
By-law 2025-77 – October 8, 2025



BY-LAW 2012-137

LICENSING, PERMIT AND SERVICE FEES BY-LAW

WHEREAS, it is expedient to consolidate existing municipal licensing, permit and service fees into a single by-law by amending By-law 2002-276, being a General Fees By-law for the Town of Markham by deleting certain fees from it and by repealing By-law 2002-284, being a By-law to Establish Licences Fees for the Town of Markham by transferring the provisions contained therein to a new comprehensive Licensing, Permit and Service Fee By-law; and

WHEREAS, it is necessary where authorities exist or where new authorities are granted to periodically add new user fees and charges as administrative and enforcement standard operating procedures are modified or enhanced; and

WHEREAS Section 11 (1) of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality to provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS Section 151 (1) of the *Municipal Act*, 2001 permits municipalities to provide for a system of licences with respect to any activity, matter or thing for which a by-law maybe passed under Section 11; and

WHEREAS Section 151 (1) (g) of the *Municipal Act*, 2001 may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licences established by the municipality, and

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of it; and

WHEREAS it has been determined, that it is appropriate to require the payment by a licensed business of additional fees at any time during the term of the licence for costs incurred by the municipality attributable to the activities of the business including late licence renewal charges;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MARKHAM ENACTS AS FOLLOWS:

1. **DEFINITIONS**

Additional Charge means a charge in addition to the *licence fee*, imposed by the municipality on a business at any time during the term of the *licence* for costs incurred by the municipality attributable to the activities of the business;

Applicant means a person applying for a new *licence* or renewing a *licence* issued by the *Town*;

Clerk means *clerk* for the *Town* or his or her designate;

Charge means a fixed sum assessed or added to a *licence* or other service or any service rendered on behalf of an *applicant* or licensee and may include administrative *charges*;

Consumer Price Index means the All Item Index of the *Consumer Price Index* (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, during the twelve-month period ending in July 1 in the year immediately preceding the year;

Council means the *Council* of the Corporation of the Town of Markham;

Fee means the monetary payment imposed for the issuance of a licence, permit, or for the renewal of a licence, and includes all other applicable fees as prescribed in Schedules A and B.

Licence means the certificate issued under the Licensing By-laws of the *Town* as proof of licensing under the applicable by-law;

Licensee means the person licensed under a Town of Markham Licensing by-law;

Licensing Officer means the person appointed by *Council* to administer and enforce the Licensing By-laws and the Animal Control By-law of the Town of Markham and includes his or her designates;

Mobile Business includes any class of business licensed by the *Town* where a vehicle whether standing or mobile is an integral part of the operation of the business;

Municipal Law Enforcement Officer (“**Officer**”) means an employee of the **City** who has been appointed by By-law to enforce the provisions of **City** By-laws or a member of the York Regional Police and includes his or her designates;

Notice of Additional Fee means a written notice from the *Licensing Officer* to a *licensee* advising them of their requirement to pay an *additional fee*;

Owner means a Person who alone or with others own and or/ has ultimate control over and/or directs the operation of a business;

Permit means the means the certificate issued under the By-laws of the *Town* as proof of permission under the applicable by-law;

Private Transportation Company (PTC) means any Person who facilitates or operates a Ride-Sharing Service through a Platform;

(By-law 2021-124)

Stationary Business includes a business that operates from a fixed location within the *Town* or outside the boundaries of the *Town* but doesn’t include *mobile business*; or personal service business;

Tax Roll means a listing of all taxable property in the *Town* for a given year;

Town means the Corporation of the Town of Markham in the Regional Municipality of York;

2. REQUIREMENTS TO PAY FEES AND CHARGES

2.1 Every application for a *licence*, business registration or *permit* listed in the Schedules of this by-law and every application to renew a *licence*, business registration, and *permit* shall be accompanied by the prescribed *fee* as listed in the attached Schedules of this By-law.

2.2 Where services conducted by the *Town* on behalf of a property *owner*, are necessary in order to maintain bylaw compliance with the property, service *charges* shall apply as outlined in Schedule “B” of this bylaw.

- 2.3 The municipal fees payable by **Owner** or by any other **Person** for the administration and enforcement of this By-law shall be in accordance with the fees established by the **City** under the Licensing, Permit and Service Fees By-law and any revisions thereto.
- 2.4 Fees for the administration and enforcement of this By-law may be applied when a contravention has been confirmed by an **Officer**.

3. ADDITIONAL CHARGES & ADMINISTRATION FEES

- 3.1 Notwithstanding any other provision of this By-law, the Manager, By-law Enforcement & Licensing may impose *additional charges* on a *licence applicant*, *licensee*, or a person obtaining a registration or *permit* by way of *notice of additional charge* at any time during the application process or the term of the *licence*, registration or *permit* for costs incurred by the municipality attributable to the activities of the *applicant*, *licensee*, registrant, *permit* holder.
- 3.2 The *notice of additional charge* shall be sent to the *applicant*, *licensee*, registrant, *permit* holder by regular mail, electronic mail or by facsimile and shall be deemed to be served after five days from the date of regular mailing and on the first day after transmission by electronic mail or by facsimile and shall provide the *applicant*, *licensee*, registrant, *permit* holder with sixty days (60) from the date of the notice of *additional charge* to pay the outstanding amount.

4. DELEGATION TO MANAGER

- 4.1 Council hereby delegates to the Manager, By-law Enforcement & Licensing and/or his or her designate, in his or her discretion, to waive, reduce or otherwise vary the *licence fee* or registration *fee*, in accordance with the general criteria for such waiver reduction or variation as set out in departmental policy with respect to that item.

5. PRORATED POLICY

- 5.1 The *licence* or registration *fee* for any new business, occupation, trade, calling or activity set out in Schedule “C” to this by-law shall be prorated in accordance with the standard departmental formula utilized to determine the prorated licensing *fee* if an application for a *licence* or registration is submitted along with supporting documentation to the satisfaction of the *Licensing Officer* within one month of the acquisition of the business, occupation, trade, calling or activity and where the remaining term of the *licence* is less than twelve months.

6. LATE RENEWAL CHARGES

- 6.1 Where a person holding a *licence* as listed in Schedule ‘A’ of this by-law submits a renewal application for the *licence* to the *Licensing Officer* after the expiry of the *licence* a late renewal charge shall be applied in addition to the annual *licence* renewal *fee*.
- 6.2 The late renewal charge applied to all *licences* as listed in Schedule ‘A’ of this by-law shall be a flat rate and determined in accordance with departmental formula and shall be annually adjusted based on the *Consumer Price Index*.
- 6.3 An expired *licence* maybe renewed without being subject to any applicable new application required training and/or testing within one year of the *licence* expiry date providing all *licence fees* and *charges* are paid in full and where all required documentation is submitted and approved by the *Licensing Officer*.
- 6.4 Where all or part of a *fee* or charge imposed by this By-law is related to real property within the *Town* and where the *fee* or charge remains unpaid after ninety (90) days, such *fee* or charge may be added to the *tax roll* for the property, which is owned, in

whole or in part, by the person upon whom the *fee* or charge is imposed, and shall be collected in a like manner as municipal taxes.

- 6.5 Every *owner* of the real property to whose *tax roll* the *fee* or charge is added shall be liable jointly and severally for paying such *fee* or charge.

7. SALES TAX ADDED

- 7.1 The *fees* and *charges* as listed in Schedule “A, B, & C” to this By-law will be subject to the Harmonized Sales Tax (HST) where applicable.

8. PAYMENT METHODS AND INTEREST PAYMENTS

- 8.1 The fees and *charges* as listed in the Schedules to this By-law may be paid by cash, cheque, money order, debit card or credit card in accordance with Corporate Policy.

9. INTEREST AND PENALTIES

- 9.1 Interest penalties for unpaid amounts owing for *fees* and *charges* will be charged in accordance with Corporate Policy.

10. ADMINISTRATION AND ENFORCEMENT

- 10.1 All unpaid *fees* and/or *charges* imposed by the *Town* are a debt to the *Town* and the *Town* may take such action as it considers necessary and as permitted by law to collect the debt.

11. SEVERABILITY

- 11.1 Notwithstanding that any section or sections of this By-law, or any part or parts thereof, may be found by any court of law to be invalid or beyond the power of the *Council* to enact, such section or sections or part or parts thereof shall be deemed to be severable, and all other sections of this By-law, or parts thereof, are separate and independent there from and enacted as such.

12. SCHEDULES

- 12.1 Council hereby establishes the *licence*, *permit* and service inclusive of prorated *licences* as set out in Schedules “A, B, & C” of this by-law and schedule “A, B, & C” shall be deemed an integral part of this By-law.

13. REVIEW OF SCHEDULES

- 13.1 All *fees* and *charges* contained within Schedule “A, B, & C” of this By-law will be automatically increased for the next calendar year and be rounded to the nearest dollar on the percentage increase in the All Index Toronto *Consumer Price Index* (C.P.I.) as reported in December based on the previous year’s average.

14. INTERPRETATION

- 14.1 The provisions of the *Legislation Act* S.O. 2006 shall apply to this By-law as required.

15. SHORT TITLE

15.1 This By-law shall be known as the “Licensing, Permit and Service Fees By-law”.

16. CONFLICT

16.1 In the event of a conflict between a *fee* or charge or policy contained in this by-law and another by-law or any other Act or regulation made under any other Act, the provisions of this by-law shall prevail.

17. BY-LAW AMENDMENT AND REPEAL

17.1 By-law 2002-276, as amended, is hereby amended by deleting the *fees* and *charges* in the “Corporate Services-By-laws and Enforcement” section of the By-law.

17.2 By-law 2002-284, as amended, is hereby repealed.

18. EFFECTIVE DATE

18.1 This By-law shall come into force and effect on the date of enactment and passage.

READ A FIRST, SECOND, AND THIRD TIME AND PASSED THIS
12TH DAY OF JUNE, 2012.

"Kimberley Kitteringham"

KIMBERLEY KITTERINGHAM
TOWN CLERK

"Frank Scarpitti"

FRANK SCARPITTI
MAYOR

Property Standards By-law Property Standards By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Property Clean-up Fee	Fee	7% of Invoice
Enforcement Fee – Nuisance (By-law 2018-60)	Fee per hour	\$122.50
Second Suite Property Inspection Fee (By-law 2018-61)	Fee	\$582.00
Second Suite Additional Re-Inspection Fee (By-law 2018-61)	Fee per hour	\$122.50

Business Licensing Business Licensing Administration	Fees And Charges	2026 Fee (\$)
Licence Appeal Hearing Fee – Mobile	Fee	\$274.00
Licence Appeal Hearing Fee – Stationary	Fee	\$274.00

Keep Markham Beautiful By-law Keeping Markham Beautiful By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Property Clean-up Fee	Fee	7% of Invoice

Zoning By-law Zoning By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Property Clean-up Fee	Fee	7% of Invoice

Signs

Temporary Sign Administration	Fees And Charges	2026 Fee (\$)
Impound Fee for Mobile Signs	Fee	\$434.00
Impound Fee for all Other Signs	Fee	\$139.50
Signs Erected without a Permit	Charge	\$433.00
Removal of Election Signs	Charge per sign	\$29.50
Portable Signs in a Special Heritage District	Fee for 6 months	\$202.00
Sign By-law Variance	Fee	\$705.00

SCHEDULE B - Administrative Fees

Animal Care and Control

Animal Impound Fees	Fees And Charges	2026 Fee (\$)
Dogs – First 24 hrs. or part thereof	Fee	\$39.00
Dogs – Subsequent per diem rate	Fee	\$24.50
Cats - First 24 hrs. or part thereof	Fee	\$18.50
Cats - Subsequent per diem rate	Fee	\$12.50
Any Livestock – Under 25 kgs per diem rate	Fee	\$38.50
Any Livestock – Over 25 kgs per diem rate	Fee	\$75.00
Small Animal and Bird Surrender Fee	Fee	\$12.50

Noise By-law Exemption Administration

Administration Fees	Fees And Charges	2026 Fee (\$)
Special Events Exemption Fee	Fee	\$393.00
Permitting of Noise By-law exemptions – Festivals, Concerts etc. Charitable non-profit organizations (two per year)	Fee	No charge
Permitting of Noise By-law exemptions – Festivals, Concerts etc. Profit organizations (per application)	Fee	\$71.50
Permitting of Noise By-law Exemptions Road construction etc. (per application)	Fee	\$144.00
Permitting of Noise By-law exemptions - Businesses Restaurants, Bar & Grill Processing Fee (per application per season) (Amended by By-law 2025-18)	Fee	\$102.00
Permitting of Noise By-law exemptions - Residential Events Processing Fee (per application per day) (Amended by By-law 2025-18)	Fee	\$70.00

Shopping Cart Collection and Return Administration

Administration Fees	Fees And Charges	2026 Fee (\$)
Shopping Cart Collection Fee	Fee per cart	\$67.00

Amusement Ride Administration

Administration Fees	Fees And Charges	2026 Fee (\$)
Amusement Ride Permit	Fee	\$278.00

Road Occupancy By-law

Road Occupancy By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

Fence By-law

Road Occupancy By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

SCHEDULE B - Administrative Fees

Site Alteration By-law

Site Alteration By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

Site Alteration By-law

Site Plan Control By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

Pool Enclosure By-law

Pool Enclosure By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

Water Use By-law 2019-53

Water Use By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

SCHEDULE B - Administrative Fees

Tree Preservation By-law

Tree Preservation By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice
Tree Assessment & Preservation Plan Review Fee (1-15 Trees)	Fee	\$500 Base
Tree Assessment and Preservation Plan Review Fee (16 Trees or Greater)	Fee	\$500 Base + 20 Per Tree
Removal of 1st Tree Fee	Fee	\$203.50
Residential Tree Removal Permit Processing Fee	Fee	\$20.50
Removal of Each Additional Tree Fee	Fee	\$102.00
Replacement Tree (Full Indexed Value)	Cash in Lieu Value	\$687.00
Replacement Tree (Half Indexed Value)	Cash in Lieu Value	\$343.50
Tree Preservation Zone Sign Fee	Charge per Sign	\$20.50
Private Tree Appeal Fee	Fee	\$156.50

Sign By-law

Sign By-law Inspection Administration	Fees And Charges	2026 Fee (\$)
First Inspection Fee	Fee	\$84.00
Second Inspection Fee	Fee	\$160.00
Subsequent Inspection Fee	Fee	\$331.00
Municipal Remedy Fee	Fee	7% of Invoice

Sign By-law

Permanent Signs Administration	Fees And Charges	2026 Fee (\$)
Non-Building Code	Fee	\$276.50