

BUILDING PERMIT BYLAW

A BYLAW OF THE TOWN OF ECKVILLE OR REGULATING THE FORM, CONTENT, AND COST OF PERMITS FOR THE USE, RELOCATION, CONSTRUCTION, AND DEMOLITION OF BUILDINGS.

WHEREAS, the Town of Eckville has been authorized by the Minister to enforce the Safety Codes Act in its municipality.

NOW THEREFORE, the Council of the Town of Eckville, duly assembled enacts as follows:

Title

1. This Bylaw shall be known as the Town of Eckville Building Permit Bylaw, may be cited as such, and will be referred to herein as "this bylaw".

Definitions

2. In this Bylaw:
 - 2.1. "Act" means the Safety Codes Act, Being Chapter S-0.5 of the Statutes of the Alberta, 1991, as amended from time to time,
 - 2.2. "Safety Codes Officer" means a person, appointed pursuant to section 29(1) of the Safety Codes Act responsible to the Council of the Town of Eckville for the enforcement of the Act,
 - 2.3. All definitions contained in the act shall apply to the Bylaw.

Scope

3. The provisions of this Bylaw shall apply to the issue of permits respecting the use, relocation, construction or demolition of any building regulated by the Act within the Town of Eckville.

Powers and Duties of the Safety Codes Officer

4. 4.1 The Safety Codes Officer is hereby authorized and directed to enforce all provisions of this Bylaw.
 - 4.2 The Safety Codes Officer shall keep an accurate account of all permits issued and all fees collected and received under this Bylaw.

Application for Permit

5. 5.1 Unless a permit has previously been obtained from the Safety Codes Officer, no person shall commence or cause to be commenced:
 - a) the erection or construction of any building,
 - b) the addition, relocation, improvement, alteration or conversion of any building,
 - c) the occupancy of any building,
 - d) the demolition of any building,
 - e) wood stove installation,
 - f) the excavation of any kind for the purpose of erecting or locating any building or part thereof,
 - g) the installation or use of any heating, ventilating or air conditioning equipment specifically governed by the Act,
- 5.2 A permit is not required for:
 - a) painting and decorating,
 - b) minor improvements not exceeding \$5,000.00 in value, decks less than two feet above grade level, basement renovation, retaining walls and miscellaneous.

Application Form

6. 6.1 To obtain a permit an applicant shall first file an application in writing on the prescribed form and

each application shall:

- a) identify and describe the work to be covered by the permit for which the application is made;
- b) describe the land on which the proposed work is to be done, by a legal description and, when available, by a street address, that will readily identify and definitely locate the proposed work;
- c) show use or occupancy of the building;
- d) be accompanied by plans and specifications as required in Section 7;
- e) state the valuation of the proposed work;
- f) be signed by the owner of the land or his authorized agent;
- g) give such other information as may be required by the Act or Safety Codes Officer.

Plans and Specifications

7. 7.1 With each application for a permit, two sets of plans and specifications shall be submitted, except that when authorized by the Safety Codes Officer, plans and specifications need not be submitted.
- 7.2. Plans and specifications shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shown in detail that it will conform to the provisions of the Act.
- 7.3. Each set of plans shall state the building address, the name and address of the owner of the building, the name and address of the person who prepared the plans and, when an agent represents the owner, the name and address of the agent.
- 7.4. Each set of plans shall include a site plan showing the actual dimensions of the lot or property and the location of the proposed work in relation to the lot or property lines.
- 7.5. If requested by the Safety Codes Officer, the application shall include with each set of plans a plan or survey, certified by an Alberta Land surveyor, showing the information required by Subsection (4).
- 7.6. If required by the Safety Codes Officer, the applicant shall submit computations, test results, and all other evidence deemed necessary to show that the work will be in accordance with the Act.

Issuance of Permit

8. 8.1 Plans and specifications may be submitted for examination to other departments of the Town of Eckville and the Province to check for compliance with orders, regulations or bylaws under their jurisdiction.
- 8.2. If the Safety Codes Officer is satisfied that the work described in an application for a permit and the plans filed therewith are in accordance with the provisions of the Act and of the Bylaw, and that the fees specified in Schedule "A" have been paid, he shall issue a permit therefore to the applicant.
- 8.3. When the Safety Codes Officer issues the permit, he shall write or stamp on both sets of plans and specifications "EXAMINED".
- 8.4. The examined plans and specifications shall not be changed, modified or altered without authorization from the Safety Codes Officer and all work shall be done in accordance with the examined plans, and performed to meet the provision of the Act.
- 8.5. The Safety Codes Officer may issue a permit for part of the work before the entire plans and specifications for the complete work have been submitted or examined if adequate information and detailed statements have been filed in accordance with the provisions of the Act and of this Bylaw.
- 8.6. The holder of a permit for part of the work may proceed at his own risk without assurance that a permit for the remainder of the work will be granted.
- 8.7. One set of examined plans, specifications and computations shall be retained by the Safety Codes Officer and one set of examined plans and specifications shall be returned to the applicant and shall be kept at the worksite at all times during which the work authorized thereby is in progress, and shall be made available to the Safety Codes Officer.

- 8.8. Plans submitted for checking, for which no permit is issued and on which no action is taken by the Safety Codes Officer for 90 days, may be destroyed.
- 8.9. The issuance of a permit or examination of plans and specifications shall not be construed to be a permit for, or an approval of a contravention of any provision of the Act.
- 8.10. No permit presuming to give authority to contravene the provisions of the Act shall be valid except insofar as the work or use which it authorizes is lawful.
- 8.11. The issuance of a permit based upon plans and specifications shall not prevent the Safety Codes Officer from thereafter requiring the correction of work being carried on thereunder when in contravention of any provision of the Act or of this bylaw.
- 8.12. Every permit issued by the Safety Codes Officer shall expire by limitation and become null and void if the work authorized is not commenced within 90 days from the date of issuance of the permit, or if the work authorized by the permit is suspended or abandoned for a period of 120 days at any time after the work is commenced.
- 8.13. The Safety Codes Officer may, by notice in writing, suspend or revoke the permit if the permit has been issued:
- in error,
 - on the basis of incorrect information supplied,
 - in contravention of any provision of the Act or of this bylaw.
- 8.14. Except as permitted in Subsection (16), no permit for the installation, repair or alteration of any heating, ventilating or air conditioning system shall be issued to a person other than a qualified contractor.
- 8.15. It shall be the responsibility of the contractor undertaking the installation, repair or alteration of a heating, ventilating or air conditioning system to engage only tradesmen who hold a certificate of proficiency in their respective trades pursuant to The Tradesmen's Qualification Act.
- 8.16. Notwithstanding the requirements of Subsection (14):
- a person who personally undertakes the installation, repair or alteration of a heating, or air conditioning system regulated by the Act in or about a single family detached dwelling which is or will be owned and occupied by the person, or,
 - a journeyman who holds a certificate of proficiency pursuant to The Tradesmen's Qualification Act in a specific trade relevant to the work to be undertaken and who is regularly employed for the installation, alteration, repair or addition to heating, ventilating and air conditioning systems if the work is performed on the property of his employer, is not prohibited from obtaining a permit.

Moving of Buildings

9. 9.1 For the purpose of this Section:
- "building" means any structure or part of a structure, assembled or disassembled, used or intended for the use of supporting or sheltering persons or property,
 - "manufactured home" means a residential building containing one dwelling unit built in a factory in one or more sections, suitable for long term occupancy designed to be transported on either its own wheels and chassis or other means to a suitable site,
 - "site" means a plot of land to locate or being located on.
- 9.2. A person wishing to move a building or manufactured home from one site to another within the limits of the Town, or from outside of Town to a site within the limits of the Town shall make application for a permit to the Safety Codes Officer.
- 9.3. The applicant shall provide photographs and measurements of the building or manufactured home to be moved if deemed necessary by the Safety Codes Officer.
- 9.4. The applicant shall submit an inspection report on conditions of the building or manufactured home.
- 9.5. The building permit fee shall be levied and any additions shall be assessed in accordance to

Schedule "A" of this bylaw. All installations shall comply to the Act.

Water Meters

10. Provision shall be made by the applicant or his agent for the installation of a remote water meter(s) on the outside of all new structures where applicable.

Building Permit Fees

11. 11.1 Fees shall be charged by the Town for services rendered, any application for or issuance of any permits and shall be submitted at the time of application pursuant to the Fee Schedule attached to and forming Schedule "A" of this Bylaw.
- 11.2. The fee for each permit shall be submitted at the time of application.
- 11.3. The Safety Codes Officer may place a value on the cost of the work permit fee.
- 11.4. If a new permit is required after expiry of a permit in accordance with Section 8 (12), the fee for a new permit shall be one half of the fee required under Schedule "A", if no changes have been made in the original plans and specifications and if the suspension or abandonment of the work has not exceeded one year.
- 11.5. If the documents submitted with an application for permit contain substantial errors or omissions and the documents have to be submitted again for further examination, a fee equal to one quarter of the amount required under Schedule "A" shall be charged for each and every re-examination.
- 11.6. If any work including excavation, has been started before the issuance of a permit, the permit fee shall be double the fee required by Schedule "A" and shall be submitted at the time of application for permit.

Deposit Fees

12. 12.1 As part of the building permit fee, a deposit fee shall be submitted in accordance with Schedule "A" for each residential, non-residential or institutional permit issue. At the discretion of the Town, the fee may be increased if the deposit is deemed to be insufficient for any reason.
- 12.2. The deposit fee will be refunded without interest and on the completion of the following conditions:
- a) the building shall be completed in accordance with the Act, and the permit signed off by the Safety Codes Officer,
 - b) the final landscaping be completed with the placement of topsoil on site,
 - c) the water curb cock must be to grade level and must be operable,
 - d) provision for and/or installation of a remote water meter(s) on the outside of the new structure,
 - e) the curbs, gutters, sidewalks, asphalt or lanes shall be undamaged and to the satisfaction of the Town,
 - f) should the Town be required to complete, install or repair any of the above, the cost thereof shall be deducted from the deposit,
 - g) the applicant or owner shall contact the Town for inspection of the site and for a refund of the deposit fee.

Offence

13. Any person who contravenes this Bylaw is guilty of an offence under section 63 of The Safety Codes Act.

Date of Force

14. This Bylaw shall come into full force and effect upon the date of it being finally passed.

Repealed

15. Bylaw 573/95 and any amending bylaws thereto are hereby repealed.

Schedule A

For calculating the estimated cost of construction in order to assess the value to be charged for a building permit, the cost factor shall be determined by the use of the "Mean's Square Foot Costs" Construction Handbook, updated yearly.

The fee will be \$5.00 for each \$1,000.00 of construction cost once estimated costs are calculated as below.

RESIDENTIAL & HOUSING	COST PER SQ. METER	COST PER SQ. FOOT
Main Floor (includes unfinished basement)	\$700.00	\$65.00
Second Floor	\$538.00	\$50.00
Basement/Other Finished Area	\$161.00	\$15.00
Multi-family dwelling – 3 storeys & under (i.e. 4-plex)	\$646.00	\$60.00
Multi-family dwelling – over 3 & under 10 storeys	\$702.00	\$65.00
Townhouses/Row Housing – Main Floor	\$646.00	\$60.00
Townhouses/Row Housing – Second Floor	\$484.00	\$45.00
Attached Garage	\$161.00	\$15.00
Detached Garage	\$161.00	\$15.00
Attached Carport	\$107.00	\$10.00
Fireplace – masonry	4,000/unit	
Fireplace – built in	3,000/unit	
Fireplace – free standing	3,000/unit	

COMMERCIAL	COST PER SQ. METER	COST PER SQ. FOOT
Single Storey Building – Store (frame)	\$452.00	\$42.00
Single Storey Building – Office (masonry)	\$764.00	\$71.00

INDUSTRIAL	COST PER SQ. METER	COST PER SQ. FOOT
Warehouse – 929 sq. meters (shell only)	\$312.00	
Warehouse – 10,000 sq. feet (shell only)		\$29.00
Warehouse – over 929 sq. meters (shell only)	\$258.00	
Warehouse – over 10,000 sq. feet (shell only)		\$24.00

APARTMENTS AND HOTELS	COST PER SQ. METER	COST PER SQ. FOOT
Multi-storey Reinforced Concrete Construction	\$450.00	\$42.00
Masonry & Wood Frame Construction (3 storeys & under)	\$365.00	\$34.00
Basement Garage	\$200.00	\$19.00
Above Ground Garage	\$105.00	\$10.00

HOSPITALS	COST PER SQ. METER	COST PER SQ. FOOT
Multi-storey Reinforced Concrete Construction	\$760.00	\$71.00
Masonry & Wood Frame Construction (3 storeys & under)	\$650.00	\$60.00
Wood Framed Construction	\$515.00	\$48.50

SCHOOLS AND CHURCHES	COST PER SQ. METER	COST PER SQ. FOOT
Reinforced Concrete Construction	\$515.00	\$48.00
Masonry & Wood Frame or Steel Construction (3 storeys & under) shell only	\$235.00	\$22.00
Wood Framed Construction	\$350.00	\$32.00

WAREHOUSES	COST PER SQ. METER	COST PER SQ. FOOT
Reinforced Concrete Construction (shell only)	\$260.00	\$24.00
Masonry & wood Framed or Steel Framed Construction (3 storeys & under) shell only	\$235.00	\$22.00
Additional Interior Partition – including small offices	\$105.00	\$10.00

COMMERCIAL BUILDINGS & OFFICES	COST PER SQ. METER	COST PER SQ. FOOT
Multi-storey Reinforced Concrete Construction	\$585.00	\$54.00
Masonry & Wood Frame & Steele Construction	\$410.00	\$35.00

Wood Frame Construction	\$350.00	\$32.00
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RESTAURANTS	COST PER SQ. METER	COST PER SQ. FOOT
Masonry & Wood Frame Construction	\$400.00	\$37.00
Wood Framed Construction	\$350.00	\$32.00
INDUSTRIAL PLANTS	COST PER SQ. METER	COST PER SQ. FOOT
Reinforced Concrete Construction	\$350.00	\$32.00
Masonry & Wood Frame or Steel Construction	\$235.00	\$22.00
Wood Framed Construction	\$175.00	\$17.00

SERVICE STATIONS	COST PER SQ. METER	COST PER SQ. FOOT
Masonry & Wood Frame or Steel Frame Construction	\$410.00	\$38.00
Steel Construction	\$295.00	\$27.00
Wood Framed Construction	\$295.00	\$27.00

PUBLIC GARAGES	COST PER SQ. METER	COST PER SQ. FOOT
Reinforced Concrete Construction	\$295.00	\$27.00
Masonry & Wood Frame or Steel Construction	\$265.00	\$25.00
Steel Construction	\$235.00	\$22.00
Wood Framed Construction	\$210.00	\$20.00

Additional Costs due to the Following:

Moving a Building:

- a) The fee for moving a building shall be a flat fee of \$25.00.

Demolition:

- a) The fee for demolition of a building shall be a flat fee of \$25.00.

Deposit Fees:

1. a) The deposit fee shall be Five Hundred Dollars (\$500.00).