

A BYLAW RESPECTING BUILDINGS

The Council of the Town of Bruno in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This bylaw shall be referred to as the "Building Bylaw".

PURPOSE

2. The purpose of this Bylaw is to provide for the administration and enforcement of the Act, the regulations, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the Local Authority.

DEFINITIONS

3. Definitions contained in the Construction Codes Act, The Building Code Regulations and the Energy Code Regulations shall apply in this Bylaw.

"Act" means the Construction Codes Act;

"Building Official" means the Town of Bruno appointed person who holds a building official licence as a building official;

"Competent person" means a person who is recognized by the local authority as having:

- a) A degree, certificate or professional designation; or
- b) The knowledge, experience and training; necessary to design or review the design of a building.

"Local Authority" means the Town of Bruno to which this Building Bylaw applies.

"NBC" means the edition and provisions of the National Building Code of Canada, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

"NECB" means the edition and provisions of the National Energy Code of Canada for Buildings, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

"Occupancy Certificate" means a certificate issued with respect to the approved use or occupancy of a building.

"Owner" means:

- a) Any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgagee;
- b) Any person, firm or corporation that controls the property under consideration; or
- c) If the building is owned separately from the land on which the building is located, the owner of the building.

“Owner’s Representative” means any person, company, employee or contractor who has authority to act on behalf of an owner.

“Permit” means written authorization issued by the local authority or its building official in the form of a building permit.

“Plan Review” means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirements of the Act and the Regulations.

“Regulations” means the Building Code Regulations and the Energy Code Regulations.

“SAMA Fee” means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.

“Value of Construction” means the total cost to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead and profit of the contractor and subcontractors.

“Work” means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

SCOPE OF THE BYLAW

4. This Building Bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.

GENERAL

- 1) It is the duty of every owner or the owner’s representative of a building in Saskatchewan to ensure that the building and work is in accordance with the Act, the regulations, any associated codes, interpretations and orders and any Bylaws adopted by the local authority with which the building is associated.
- 2) It shall be the responsibility of the owner or the owner’s representative to arrange for all permits, inspections and certificates required by any other applicable Bylaws, Acts and regulations.
- 3) A building or part of a building for which a permit has been granted shall not be occupied before the issuance of an occupancy certificate by the local authority or the building official pursuant to clause 16(11)(h) of the Act.
- 4) The provisions of this Building Bylaw apply to buildings greater than 10m² (107.6 ft²) in building area except as otherwise exempted by the Act or the Regulations.

PERMIT – ISSUANCE

6.
 - 1) Every application for a permit for work shall be in the form provided by the local authority and shall be accompanied by a minimum of two sets of plans and specifications of the proposed building and work.
 - 2) Every permit application shall be reviewed and approved by the building official including plan review and approval.

- 3) If the work described in an application for a permit, to the best of the knowledge of the local authority or the building official, complies with the requirements of this building bylaw, the Act, or the regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority. In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.
- 4) A permit issued pursuant to this building bylaw must include:
 - i. The name of the person, or company to whom the permit is issued;
 - ii. The period for which the permit is valid;
 - iii. A statement of all fees, deposits and bonds charged for the permit;
 - iv. The scope of work authorized by the permit;
 - v. The municipal address or legal description of the property on which the work described in the permit is located;
 - vi. The buildings or portion of buildings to which the permit applies;
 - vii. The date of completion of the stages of construction for which a permit holder must inform the local authority;
 - viii. Any conditions that the permit holder is required to comply with; and
 - ix. Any information required by this building bylaw.
- 5) No person, or company to whom a permit is issued pursuant to the Act shall fail to comply with the terms and conditions of the permit.
- 6) Work must not commence before a permit is issued.
- 7) The permit fee shall be calculated according to the sum of the following:
 - a) A permit administration fee listed in this bylaw for the processing, handling, and issuance of a permit;
 - b) The fees for plan review, field inspection of construction and enforcement in accordance with the agreement between the provider of building official services and the local authority.
 - c) The fees charged by the Saskatchewan Assessment Management Agency; and
 - d) A deposit, if required, in an amount determined by the local authority.
- 8) If a deposit is collected it shall, on request by the owner or the owner's representative, be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the local authority or the building official.
- 9) All permit fees and deposits will be collected before the permit is issued and subject to applicable taxes.
- 10) The local authority or the building official may establish the value of construction for the work described in an application for permit, for the purpose of calculating a permit fee, based on established current construction costs, the owner or owner's representative statement of costs or constructor's contact values, or similar methods selected by the local authority or the building official.
- 11) It is the responsibility of the owner or the owner's representative to ensure that all notifications required by section 7 of the Act and this building Bylaw are given to the local authority and that all inspections are scheduled and completed. Failure to do so may result in additional fees for follow up inspections.
- 12) The owner or the owner's representative will be invoiced by the local authority for additional inspection fees and payment of the inspection fees will be due on receipt of an invoice. Unpaid inspection fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in or on which the work was carried out as per the Act.

- 13) The local authority may, at its discretion, rebate a portion of the permit fee or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

PERMIT – REFUSAL TO ISSUE

- 1) The local authority may refuse to issue a permit if:
 - a) The proposed work described on the permit application would contravene:
 - i. The Act;
 - ii. The Regulations;
 - iii. An order of the appeal board
 - iv. A written interpretation of the Minister pursuant to section 8 of the Act; or
 - v. The local authority's building Bylaw.
 - b) The person who designed or reviewed the design of a proposed building that is within the scope of part 9 of the NBC is not a competent person;
 - c) The person who designed or completed a design review of a proposed building that is within the scope of the NECB is not an architect or engineer;
 - d) The application for permit is incomplete
 - e) Any fees, deposits, or bonds required pursuant to the local authority's building bylaw for the issuance of a permit have not been paid; or
 - f) The proposed work described on the permit application would contravene any other Act, regulations or bylaw that applies to the proposed work.
- 2) Where the local authority refuses to issue a permit pursuant to subsection 1), the local authority shall:
 - a) Provide written notice to the applicant as to the reasons for the local authority's refusal to issue a permit; and
 - b) Refund any fee or deposit paid as part of the permit application for work pursuant to the Act, less any fees paid for:
 - i. Plan review; and
 - ii. Permit application or administration.

PERMIT – REVOCATION

8.

- 1) The local authority may revoke a permit issued pursuant to the Act:
 - a) If the holder of the permit requests in writing that it be revoked;
 - b) If the permit was issued on mistaken, false or incorrect information;
 - c) If the permit was issued in error;
 - d) Subject to subsection 2), If after 6 months after the permit's issuance, the work for which the permit was issued has not, in the opinion of the local authority's building official, been seriously commenced and no written agreement for the delay has been given by the local authority; or
 - e) Subject to subsection 2), If the work for which the permit was issued is, in the opinion of the local authority's building official, substantially suspended or discontinued for a period of more than 6 months after the permit's issuance and no written agreement for the delay has been given by the local authority.
- 2) If the local authority revokes a permit pursuant to subsection 1) it shall provide written notice to the permit holder as to the reason for the revocation.

PERMITS – EXPIRY

- 1) The expiry of a permit does not relieve the owner or the owner's representative from the obligation to complete the work approved in the permit.

- 2) All permits issued pursuant to this building Bylaw shall expire on the date stated in the permit, or if no date is stated:
 - a) Twenty-four (24) months from date of issue;
 - b) Six (6) months from date of issue if work has not commenced within that period;
 - c) On the date specified by the local authority if work has not seriously commenced and is suspended for a period of six (6) months; or
 - d) On the date specified by the local authority if work has been suspended with written permission by the local authority or building official and the agreed upon period has been exceeded.
- 3) An owner or the owner's representative that does not complete all the work listed on a permit before the permit expires shall apply to the local authority that issued the permit to do one of the following:
 - a) Revoke the permit;
 - b) Extend the term of the permit;
 - c) Vary the condition(s) of the permit.
- 4) The local Authority may revoke, extend or vary the conditions of a permit on written application of the permit holder and subject to any condition or fees listed in the bylaw.

ENFORCEMENT

10.

- 1) The local authority or the building official may take any measures as permitted by sections 24, 25 or 26 of the Act and sections 13 and 14 of the Building Code Regulations for the purpose of ensuring compliance with this building bylaw.

NOTIFICATION

11.

- 1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified of:
 - a) When excavation is to be commenced;
 - b) When the foundation is to be placed;
 - c) When a superstructure is to be placed on the foundation;
 - d) Any other event at the time required by the permit under which work has been undertaken; and
 - e) Any other specified event at the specified time.
- 2) Before commencing work at a building site, the owner or the owner's representative shall give notice to the local authority of:
 - a) The date on which the owner or owner's representative intends to commence the work; and
 - b) Subject to section 8, the name, address and telephone number of:
 - i. The constructor or other person in charge of the work;
 - ii. The designer of the work;
 - iii. The person or firm that is to review the work to determine whether or not the construction conforms to the design; and
 - iv. Any inspection or testing agency that is engaged to monitor the work.
- 3) During the course of construction, the owner or the owner's representative shall give notice to the local authority of:
 - a) Subject to subsection 8, any change in, or termination of, the employment of a person or firm mentioned in subsection 2) b);

- b) The owner's or owner's representative intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
 - c) The owner's or the owner's representative intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;
 - d) Subject to subsection 8, any proposed deviation from the plans approved and permitted by the local authority;
 - e) Subject to subsection 8, any construction undertaken that deviates from the plans approved and permitted by the local authority; and
 - f) The completion of the work.
- 4) Subject to section 8, the owner or the owner's representative of a building under construction shall give notice to the local authority of:
- a) Any change in ownership or change in address of the owner or the owner's representative that occurs before the issuance of an occupancy certificate as soon as the change occurs; and
 - b) The owner's or the owner's representative intention to occupy a portion of the building in the building is to be occupied in stages.
- 5) The owner of a building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated shall submit a written report to the local authority of the occurrence of the following that causes or has the potential to cause serious injury or loss of life:
- a) Structural failure of the building or part of the building;
 - b) Failure of any equipment, device or appliance that is regulated by the Act or the regulations.
- 6) A report submitted pursuant to subsection 5 must:
- a) Contain:
 - i. The name and address of the owner;
 - ii. The address and location of the building involved in the failure;
 - iii. The name and address of the constructor of the building; and
 - iv. The nature of the failure; and
 - b) Be submitted to the local authority within 15 days after the occurrence of the failure mentioned in subsection 5 clauses (a) or (b).
- 7) On the receipt of the report pursuant to subsection 5, the local authority may require an owner to do the following:
- a) Provide any other information that the building official or local authority may consider necessary;
 - b) Complete any additional work that is necessary to ensure compliance.
- 8) Notice given to pursuant to clauses 2 (b), 3 (a), 3 (d), 3 (e) or subsection 4 is to be in writing.

SPECIAL CONDITIONS

12.

- 1) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
 - a) The building; and
 - b) All the building systems.
- 2) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
 - a) The design or design review of the structure;
 - b) An inspection of construction of the structure to ensure compliance with the design; and
 - c) The reviews required by the NBC.

- 3) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure within the scope of the NECB shall have an architect or engineer complete:
 - a) The design or design review of the structure;
 - b) The inspection of construction of the structure to ensure compliance with the design; and
 - c) The reviews required by the NECB.
- 4) In addition to the requirements of subsection 1, 2 or 3, the local authority or building official shall require that an engineer or architect provide:
 - a) A Commitment for Field Review letter as part of the permit application for work; and
 - b) An Assurance of Field Review and Compliance letter, on completion of the work, providing assurance that the work conforms to the engineer's or architect's design.
- 5) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Part 9 of the NBC shall ensure that a competent person has designed or reviewed the design of the building.
- 6) An owner or the owner's representative shall ensure that copies of any inspection or review reports made pursuant to this section are made available to a building official or the local authority on the request of the building official or local authority, as the case may be.
- 7) No owner of a building or an owner's representative shall cause or allow the ground elevations of a building to be changed so as to place in contravention of the NBC.
 - a) The building or part of the building; or
 - b) An adjacent building.
- 8) If the property boundaries of a building lot are changed so as to place a building or part of a building in contravention of the NBC, the owner or the owner's representative shall immediately alter the building or part of the building to bring it into compliance with the NBC.

DOCUMENTS AND FEES

13.

- 1) Building Permits
 - a) All Building Permit Applications shall be on Form A of this Bylaw.
 - b) All Building permits shall be subject to a \$100.00 administration fee due at the time of application.
 - c) All Building Permits shall include a deposit cheque of \$5,000 which is due at time of application. This deposit shall be refunded upon satisfactory completion of the building permit terms and upon satisfactory clean-up of the building site, satisfaction to be determined by the local authority.
 - d) All Building permits shall be subject to further fees for review and inspections and the owner or owner's representative shall be invoiced the actual cost of these fees as the local authority receives them.
- 2) Demolition and Moving Permits
 - a) All applications for Buildings to be demolished or moved shall be on Form B of this Bylaw.
 - b) All demolition or moving permits shall be subject to a \$100.00 administration fee, due at the time of application.
 - c) All demolition or moving permits shall include a deposit cheque of \$5,000 which is due at time of application. This deposit shall be refunded upon satisfactory completion of the demolition or move and upon satisfactory clean-up of the building site, satisfaction to be determined by the local authority.
 - d) All demolition or moving permits shall be subject to further fees for review and inspections and the owner or owner's representative shall be invoiced the actual cost of these fees as the local authority receives them.

- e) No demolition or moving permit shall be issued to any owner or owner's representative for any building which has supplied fuel/oil products or services until a certificate or letter of clearance is received from the Minister of Environment, and such letter is presented to the local authority for review and retention by the local authority.
- f) All applications for Buildings for demolition or removal shall be subject to the following fees:
 - i. Residential houses, detached garages, or accessory buildings in excess of 100 sq feet \$500.00
 - ii. Commercial or Industrial Properties \$1,000.00
 - iii. Elevators or Railways \$15,000.00
- g) All applications for demolition or building removal shall be denied until all debts owing to the local authority are satisfied.

- 3) Building Permits shall be issued to the owner or owner's representative as per Form C of this Bylaw.
- 4) Demolition or Removal Permits shall be issued to the owner or owner's representative as per Form D of this Bylaw.

PENALTY

14.

- 1) Any person who contravenes any of the provisions of this building bylaw may be subject to the penalties provided in Part 8 of the Act.
- 2) Conviction of a person or corporation for breach of any provision of this building bylaw shall not relieve the person or corporation from the compliance with the Act and regulations.

REPEAL OF BYLAW(S)


15.

- 1) On enactment of this building bylaw, Building Bylaw #5/2016 and all previous building bylaws, including building bylaw amendments, are repealed.

Enactment pursuant to section 17 of *The Construction Codes Act*.



SEAL



 Mayor – Dale Glessman



 CAO – Colette Radcliffe

APPROVED
 In accordance with Clause 17(6)(A) of
The Construction Codes Act


 Building and Technical Standards
 Ministry of Government Relations
 Mark 7, 2023

 Date

BUILDING PERMIT APPLICATION FORM

Application Fee: \$100.00

Additional Applicable Fees:

The following fees are applicable and must be paid prior to release of your permits:

- a) The fees for plan review, field inspection of construction and enforcement based on the fee schedule charged to the local authority by the building official; and
- b) A deposit, if required, in an amount determined by the local authority.

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000, whichever is less.

Application Requirements:

The following is required in order to make and process an application:

- 1) A completed **building permit application form** and receipt of full payment of the **application fee**;
- 2) A scaled site plan or Google Earth/Maps image or equivalent, showing in detail the site proposed for development including the following:
 - A north arrow;
 - Boundaries of the parcel including approximate dimensions;
 - Location and dimensions of all existing and proposed buildings, structures and deck(s), including distances from the property boundaries and adjacent buildings or structures;
 - Location of all existing and proposed utilities, easements or utility rights-of-ways;
 - The location of all standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- 3) A dimensioned **Floor Plan** of all floors including the use of the room and the size, location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, washrooms and built-in furnishings.
- 4) Two (2) full sets of construction plans. All drawings must be legible, dimensioned, drawn to scale and include:
 - The landowner's name, project name and date the plans were issued for construction;
 - Where required, an architect's or engineer's stamp; and
 - Clearly show the location of existing and new construction.

1) **Applicant Name:** _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____
 Email Address: _____
 Phone: _____
 Cell: _____

2) **Landowner Name (same as applicant []):** _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____
 Email Address: _____
 Phone: _____
 Cell: _____

3) **Contractor Name (same as applicant []):** _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____
 Email Address: _____
 Phone: _____
 Cell: _____

4) **Legal Description of Proposed Building Location:**
 All/Part of the _____ 1/4, Section _____, Township _____, Range _____, W3
 LSD(s) _____ Lot(s) _____ Block(s) _____ Plan # _____
 Civic Address (if applicable): _____

5) **Scope of Work (Check all that apply to proposed construction):**

<input type="checkbox"/> Dwelling	
<input type="checkbox"/> New Build	<input type="checkbox"/> Ready to Move (RTM)
<input type="checkbox"/> Modular Home	<input type="checkbox"/> Townhouse/Semi-Detached
<input type="checkbox"/> Garden Suite	<input type="checkbox"/> Garage Suite
<input type="checkbox"/> Basement	
<input type="checkbox"/> Leave Undeveloped	<input type="checkbox"/> Partial Construction
<input type="checkbox"/> Full Construction	<input type="checkbox"/> Crawlspace or Slab
<input type="checkbox"/> Secondary Suite	
<input type="checkbox"/> Deck(s)	
<input type="checkbox"/> Attached Garage	
<input type="checkbox"/> Other: _____	

6) Building Details:

Total Building Area: _____ ft²

Total Construction Value*: _____

**Construction Value includes the total cost of the completed project (design, materials and labour). The Town of Bruno reserves the right to assign a construction value, as applicable.*

7) Declaration by Applicant

I, _____ of _____
in the Province of _____ solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ **APPLICANT SIGNATURE:** _____

If the applicant is not the registered owner of the subject property, the owner of the property must provide a letter of consent for the application to be processed.

SITE PLAN



Town of Bruno, Saskatchewan

APPLICATION FOR A PERMIT TO DEMOLISH OR MOVE A BUILDING

I hereby make application for a permit to demolish a building now situated on

Civic Address or Location _____
Lot _____ Block _____ Plan _____

The demolition will commence on _____, 20____
And will be completed on _____, 20____

OR

I hereby make application for a permit to move a building now situated on

Civic Address or Location _____
Lot _____ Block _____ Plan _____

to Civic Address or Location _____
Lot _____ Block _____ Plan _____

or Out of the municipality _____

The building has the following dimensions: length _____ width _____ height _____

The building mover will be _____

And the date of the move will be _____, 20____

The building will be moved over the following route: _____

The site work (filling, final grading, landscaping, etc.) which will be done after removal of the building includes: _____

I hereby agree to comply with the Building Bylaw of the local authority and to be responsible and pay for any damage done to any property as a result of the demolition or moving of the said building, and to deposit such sum as may be required by Section 6(1)(b) of the Building Bylaw. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain all required permits and approvals prior to demolishing or moving a building.

Date

Signature of Owner or Owner's Agent

Town of Bruno, Saskatchewan

BUILDING PERMIT # _____

Permission is hereby granted to _____
to _____ a building to be used as a _____
on Civic Address or Location _____
Lot _____ Block _____ Plan _____ in accordance with
the application dated _____. **This permit expires six months from the date of issue
if work is not commenced within that period or if work is suspended for a period of six months,
unless otherwise authorized by the local authority or its authorized representative.**

This permit is issued subject to the following conditions:

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

Estimated Value of Construction \$ _____

Permit Fee \$ _____

Date

Signature of Owner or Owner's Agent

Town of Bruno, Saskatchewan

DEMOLITION OR MOVING PERMIT # _____

Permission is hereby granted to _____ to

_____ Demolish OR _____ Move

a building now situated on

Civic Address or Location _____

Lot _____ Block _____ Plan _____

to Civic Address or Location _____

Lot _____ Block _____ Plan _____

or Out of the municipality _____

In accordance with the application dated _____, 20____. This permit expires six months from the date of issue.

This permit is issued subject to the following conditions:

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

Deposit Fee \$ _____

Permit Fee \$ _____

Date

Signature of Owner or Owner's Agent