

BYLAW NO. 2-96

A BYLAW RESPECTING BUILDINGS

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

SHORT TITLE

1. This bylaw may be cited as the Building Bylaw.

INTERPRETATION/LEGISLATION

2. (1) "Act" means THE UNIFORM BUILDING AND ACCESSIBILITY STANDARDS ACT, being Chapter U-1.2 of the Statutes of Saskatchewan, 1983-84 and amendments.

(2) "Regulations" means regulations made pursuant to the Act.

(3) "Administrative Requirements" means THE ADMINISTRATIVE REQUIREMENTS FOR USE WITH THE NATIONAL BUILDING CODE.

(4) "Municipality" means the Town of Creighton.

(5) "Council" means the council of the Town of Creighton.

(6) "authorized representative" means an inspector appointed by the Council pursuant to subsection 5(4) of the Act or the municipal official.

(7) Definitions contained in the Act and Regulations shall apply in this bylaw.

SCOPE OF THE BYLAW

3. (1) This bylaw applied to matters governed by the Act and the Regulations, including the National Building Code of Canada, and the Administrative Requirements.

(2) Notwithstanding subsection (1) references and requirements in the Administrative Requirements respecting matters regulated by the Act and Regulations shall not apply.

(3) Notwithstanding subsection (1) references and requirements in the Administrative Requirements respecting "occupancy permits" shall not apply except as and when required by Council or its authorized representative.

GENERAL

4. (1) A permit is required whenever work regulated by the Act and Regulations is to be undertaken.

(2) No owner or owner's agent shall work or authorize work or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done.

(3) The granting of any permit which is authorized by this bylaw shall not:

(a) entitle the grantee, his successor or assigns, or anyone on his behalf to erect any building that fails to comply with the requirements of any building restriction agreement, bylaw, act and/or regulation affecting the site described in the permit, or

(b) make either the Council or its authorized representative liable for damages or otherwise by reason of the fact that a building, the construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use or occupancy of which has been authorized by permit, does not comply with the requirements of any building restriction agreement, bylaw, act and/or regulation affecting the site described in the permit.

BUILDING PERMITS

5. (1) Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall be in Form A, and shall be accompanied by two sets of the plans and specifications of the proposed building, except that when authorized by Council or its authorized representative plans and/or specifications need not be submitted.

(2) If the work described in an application for building permit, to the best of the knowledge of the Council or its authorized representative, complies with the requirements of this bylaw, the municipality, upon receipt of the prescribed fee, shall issue a permit in Form B and return one set of submitted plans to the applicant.

(3) Council may, at its discretion, have plan review, inspection and other services for the purpose of enforcement of the Act and Regulations provided by inspectors designated by the minister to assist the municipality pursuant to subsection 4(4) of the Act.

(4) Council may, at its discretion, have plan review, inspection and other services provided by a person, firm or corporation employed under contract to the municipality.

(5) The permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be based on the following fee schedule.

Building Permit Fee Schedule

1. Value of Construction Fee
 - a) up to \$2,000 Flat fee of \$20.00
 - b) over \$2,000 \$20.00 on the first \$2,000.00 value of construction plus \$4.00 for each additional \$1,000.00 of value of construction or part thereof.
2. Construction, erection, or placement (including subsequent demolition or removal) of a temporary building - \$20.00 plus \$20.00 per month.

(6) Council may estimate the value of construction for the work described in an application for building permit, for the purpose of evaluating a permit fee, based on established construction costs, owner's statement of costs or constructor's contract values, or similar methods selected by Council.

(7) Approval in writing from Council or its authorized representative is required for any deviation, omission or revision to work for which a permit has been issued under this section.

(8) All permits issued under this section expire

- (a) six months from date of issue if work is not commenced within that period, or
- (b) if work is suspended for a period of six months, or
- (c) if work is suspended for a period of longer than six months by prior written agreement of the Council or its authorized representative.

(9) Council may, at its discretion, rebate a portion of a permit fee where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

OCCUPANCY PERMIT

6. (1) An Occupancy Permit is required:
 - a) to allow the occupancy of a building or part thereof, or
 - b) when the occupancy of a building or part thereof is changed, where that building or structure is located on land subject to zoning bylaws.
- (2) Every application for an Occupancy Permit shall be in Form ~~F~~. ~~E~~
- (3) The Council may issue an Interim Occupancy Permit being a permit allowing the partial occupancy of a building or structure, providing that such occupancy will not jeopardize life or property.
- (4) Occupancy Permit fee shall be \$20.00.
- (5) Permission to occupy a building shall be granted in Form ~~F~~. ~~F~~

By Council No. 4-96

DEMOLITION OR REMOVAL PERMITS

7. (1) (a) The Fee for a permit to demolish or move a building (including accessory buildings) shall be \$20.00.
- (b) In addition, the applicant shall deposit with the municipality such sum as the Council or its authorized representative considers sufficient to cover the cost of restoring the site after the building has been demolished or removed to such condition that it is, in the opinion of the Council or its authorized representative, not dangerous to public safety. If the applicant who demolishes or removes the building restores the site to a condition satisfactory to the Council or its authorized representative, the sum deposited shall be refunded.
- (2) Every application for a permit to demolish or remove a building shall be in Form C.
- (3) Where a building is to be demolished and the Council or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the municipality, upon receipt of the fee and deposit prescribed, shall issue a permit for the demolition in Form D.
- (4) Where a building is to be removed from the municipality, and the Council or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the municipality, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D.
- (5) Where a building is to be removed from its site and set upon another site in the municipality, and the Council or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, and the building when placed on its new site and completed, to the best of the knowledge of the Council or its authorized representative, will conform with the requirements of this bylaw, the municipality, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D.
- (6) All permits issued under this section expire six months from the date of issue except that a permit may be renewed for six months upon written application to the municipality.

ENFORCEMENT OF BYLAW

8. (1) If any building or part thereof or addition thereto is constructed, erected, placed, altered, repaired, renovated or reconstructed in contravention of any provision of this bylaw, the Council or its authorized representative may take any measures as permitted by Part V of the Act for the purpose of ensuring compliance with this bylaw including, but not limited to:
- (a) entering a building,
 - (b) ordering production of documents, tests, certificates, etc. relating to a building,
 - (c) taking material samples,
 - (d) issuing notices to owners which order actions within a prescribed time,
 - (e) eliminating unsafe conditions,
 - (f) completing actions, upon an owner's non-compliance with an order, and adding the expenses incurred to the tax payable on the property, and
 - (g) obtaining restraining orders.
- (2) If any building, or part thereof, is in an unsafe condition due to its faulty construction, dilapidated state, abandonment, open or unguarded condition or any other reason, the Council or its authorized representative may take any measures allowed by subsection (1).
- (3) The owner of a building for which a permit has been issued or for which actions are being taken in compliance with an order shall give notice in writing to the municipality as required in Section 17.2 of the Act including, but not limited to:
- (a) on start, progress and completion of construction,
 - (b) of change in ownership prior to completion of construction, and
 - (c) of intended partial occupancy prior to completion of construction.

SUPPLEMENTAL BUILDING STANDARDS

9. Void.

SPECIAL CONDITIONS

10. (1) Notwithstanding the requirements of the Regulations, an architect or professional engineer registered in the province of Saskatchewan shall be engaged by the owner for assessment of design and inspection of construction or certification of a building or part of a building where required by the Council or its authorized representative.
- (2) An up-to-date plan or survey of the site described in a permit or permit application prepared by a registered land surveyor shall be submitted by the owner where required by the Council or its authorized representative.

BYLAW NO. 2-96

(3) It shall be the responsibility of the owner to ensure that change in property lines and/or change in ground elevations will not bring the building or an adjacent building into contravention of this bylaw.

(4) It shall be the responsibility of the owner to arrange for all permits, inspections and certificates required by other applicable bylaws, acts and regulations.

PENALTY

11. (1) Any person who contravenes any of the provisions of this bylaw shall be liable to the penalties provided in Section 22 of the Act.

(2) Conviction of a person or corporation for breach of any provision of this bylaw shall not relieve him from compliance therewith.

REPEALING

12. Bylaws No. 10-81 and 7-95 are hereby repealed.

Sgnd. "W. J. Boychuk"
MAYOR

Sgnd. "Therese Wheeler"
ADMINISTRATOR

Read a first time this 14th day of February , A.D., 1996.
Read a second time this 14th day of February , A.D., 1996.
Read a third time this 28th day of February , A.D., 1996.

Certified a True Copy of
Bylaw No. 2-96 of the
Town of Creighton.


Administrator

TOWN OF CREIGHTON, SASKATCHEWAN
APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to _____ Construct
_____ Alter
_____ Reconstruct

a building according to the information below and to the plans and documents attached to this application.

Civic address or location of work _____

Legal Description – Lot _____ Block _____ Plan _____

Owner _____ Address _____ Telephone _____

Designer _____ Address _____ Telephone _____

Contractor _____ Address _____ Telephone _____

Nature of Work _____

Intended use of building _____

Size of Building - Length _____ Width _____ Height _____

Number of stories _____ Fire Escapes _____

Number of stairways _____ Width of stairways _____

Number of exits _____ Width of Exits _____

Foundation Soil Classification and Type _____

Footings _____ Material _____ Size _____

Foundations _____ Material _____ Size _____

Exterior Walls _____ Material _____ Size _____

Roof _____ Material _____ Size _____

Studs _____ Material _____ Spacing _____

Floor Joists _____ Material _____ Spacing _____

Girders _____ Material _____ Spacing _____

Rafters _____ Material _____ Spacing _____

Chimneys _____ Number _____ Size _____

_____ Material _____ Thickness _____

Heating _____ Lighting _____ Plumbing _____

Estimated Value of Construction (excluding site) \$ _____

Building Area (area of largest storey) _____ sq. metres

Fee for building permit \$ _____

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

_____ Date _____ Signature of Owner or Owner’s Agent

<u>Value of Construction</u>	<u>Fee</u>
Up to \$2000	flat fee of \$ 20.00
Over \$2000	\$20.00 on the first \$2000 value of construction plus \$4.00 for each additional \$1000 of value of construction or part thereof.
<u>Temporary Building</u>	\$20.00 plus \$20.00 per month.

TOWN OF CREIGHTON, 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 Council or its authorized representative. Grade lines of the building site are to

be as indicated below and as shown on the diagram.

STREET NAME: _____

Lot Line

2

Lot Line

3

Lot Line

4

5

6

BUILDING

7

8

1. Minimum clearance (if required) from Lot Lines are as per diagram.

2. Direction of slope from building to Lot Lines are as per diagram.

e.g.

Indicate Which Direction North

STREET ELEVATION

ELEVATIONS:

1.

2.

3.

4.

5.

6.

7.

8.

NOTE: If Street Elevation Unknown, use Elev. 100.0'

This permit is issued subject to the following conditions:

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

Estimated value of construction \$ _____ Permit Fee \$ _____

Date _____

Signature of Authorized Official _____

**TOWN OF CREIGHTON
BUILDING PERMIT**

Please make a diagram of your property showing measurements of lot lines. Indicate which side abuts a street or avenue and name street or avenue. Show location of existing and proposed structures. Show measurements of all structures. Show distance all structures are from property lines. Indicate North direction. See attached example of a site plan.

Do site plant to scale in this area.

TOWN OF CREIGHTON, SASKATCHEWAN

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to

_____ construct

_____ alter

_____ reconstruct

 a building according to the information below and to the plans and documents attached to this application.

Civic address or location of work _____

Legal description — Lot _____ Block _____ Plan _____

Owner _____ Address _____ Telephone _____

Designer _____ Address _____ Telephone _____

Contractor _____ Address _____ Telephone _____

Nature of work _____

Intended use of building _____

Size of building _____ Length _____ Width _____ Height _____

Number of storeys _____ Fire escapes _____

Number of stairways _____ Width of stairways _____

Number of exits _____ Width of exits _____

Foundation Soil Classification and Type _____

Footings _____	Material _____	Size _____
Foundations _____	Material _____	Size _____
Exterior Walls _____	Material _____	Size _____
Roof _____	Material _____	Size _____
Studs _____	Material _____	Spacing _____
Floor Joists _____	Material _____	Spacing _____
Girders _____	Material _____	Spacing _____
Rafters _____	Material _____	Spacing _____
Chimneys _____	Number _____	Size _____
	Material _____	Thickness _____
Heating _____	Lighting _____	Plumbing _____

Estimated value of construction (excluding site) \$ _____

Building area (area of largest storey) _____ square metres

Fee for building permit \$ _____

I hereby agree to comply with the Building Bylaw of the municipality and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality 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 Council or its authorized representative.

Date _____

Signature of Owner or Owner's Agent _____

FORM B

TOWN OF CREIGHTON, 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 Council or its authorized
representative.** Grade lines of the building site are to be as indicated below and as shown on the
diagram.

STREET NAME: _____

Lot Line

2

Lot Line

3

Lot Line

4

5

6

BUILDING

7

8

1

2

3

4

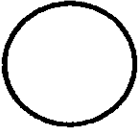
5

6

7

8

Indicate
Which
Direction
North



STREET ELEVATION

ELEVATIONS:

1.

2.

3.

4.

5.

6.

7.

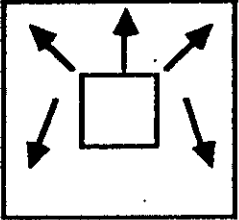
8.

NOTE: If Street Elevation
Unknown, use Elev. 100.0'

1. Minimum clearance (if required) from Lot Lines are as per diagram.

2. Direction of slope from building to Lot Lines are as per diagram.

e.g.



This permit is issued subject to the following conditions:

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

Estimated value of construction \$ _____ Permit fee \$ _____

Date _____

Signature of Authorized Official _____

FORM C

TOWN OF CREIGHTON, 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 _____, 19_____
and will be completed on _____, 19_____.

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 _____, 19_____.
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 municipality 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 the building.

Date Signature of Owner or Owner's Agent

TOWN OF CREIGHTON, 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 application dated _____, 19_____. 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 Council or its
authorized representative.
Permit fee \$ _____

Date

Signature of Authorized Official

FORM E

TOWN OF CREIGHTON, SASKATCHEWAN

OCCUPANCY PERMIT APPLICATION

I hereby make application for a permit of occupancy of the following building:

Civic address or location _____
Lot _____ Block _____ Plan _____

The occupancy will commence _____, 19____.

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

The use of the building will be _____

_____.

I hereby agree to comply with the Building Bylaw of the municipality. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations.

Date

Signature of Owner or Owner's Agent

FORM F

TOWN OF CREIGHTON

OCCUPANCY PERMIT # _____

Permission is hereby granted to _____
to occupy the building situated on:

Civic Address _____
Lot _____ Block _____ Plan _____

in accordance with application dated _____, 19__.

This permit issued subject to the following conditions:

Any deviation, omission or revision to the approved
application requires approval of the Council or its
authorized representative.
Permit fee \$ _____

Date _____

Signature of Authorized Official _____