

BYLAW NO. 07-2023

A BYLAW RESPECTING BUILDINGS

The Council of the Village of Tuxford in the Province of Saskatchewan enacts as follows:

SHORT TITLE

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

PURPOSE OF THE BUILDING BYLAW

- 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.

INTERPRETATION/LEGISLATION

- 3 Definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply in this building bylaw.

"**Act**" means The Construction Codes Act.

"**Administrative Requirements**" means the Administrative Requirements for use with the National Building Code 1985.

"**building official**" means a person who holds a building official licence.

"**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 the building.

"**local authority**" means the Village of Tuxford 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 costs 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 (1) This bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the Village of Tuxford.

(2) In addition to the requirements for garages attached to dwelling units within the *National Building Code*, attached garages are required to have a 45 minute fire separation between the garage and the dwelling unit including the attic space of the dwelling unit as defined under the *National Building Code of Canada*.

(3) References and requirements in the Administrative Requirements respecting matters regulated by the Act and Regulations shall not apply.

GENERAL

5 (1) (a) 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.

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

(c) Notwithstanding 4(1)(a) the following are exempt from obtaining Building Permits;

- (i) cosmetic repairs, and
- (ii) renovations which do not involve any structural alterations or additions to the super-structure;

- (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.
- (5) 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.
- (6) The granting of any permit that 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 local authority or its authorized representative liable for damages or otherwise by reason of the fact that a building, the construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use occupancy or change of 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.
- (7) The owner shall indemnify and save harmless the Village of Tuxford, the Building Official or any municipal official or employee from all losses, costs, claims or damages whatsoever brought by or on behalf of the owner or any other person that may arise as a result of, from or in any way touching upon the issuance of the permit related to the work, and not to limit the generality of the foregoing, in relation to:
 - (a) the fact that a building, construction, addition or the placement, erection, construction, alteration, repair, renovation, reconstruction, demolition, relocation, removal, use, occupancy or change of occupancy thereof authorized by permit, does not comply, with the requirements of this Bylaw or any other Bylaw of the Village of Tuxford, federal or provincial act, regulation or code or derogates from a right of any other person;
 - (b) Faulty subsoil conditions, whether such conditions were unknown to the Village of Tuxford or not;
 - (c) The fact that the owner or any other party on behalf of the owner has continued to work so as to conceal previous work, making that work impossible to inspect by the Village of Tuxford or any other municipal official or building official appointed by the Village of Tuxford; or
 - (d) The owner's failure to call for an inspection of work as required in the Act and regulations.
- (8) The Village of Tuxford, the appointed Building Official, and employees' servant and agents of the Village of Tuxford shall not be held liable in respect of any matters referred to in Subsection 4 this section
- (9) 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.

BUILDING PERMITS

6 (1) Every application for a permit to construct, add to, erect, place, alter, repair, renovate, relocate use, occupy or change the occupancy of a building 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, including;

- (a) The dimensions of the building
- (b) The proposed use of each room and floor area
- (c) The dimensions of the land on which the building is to be situated
- (d) The position, height and horizontal dimensions of all buildings on the land referred to in clause 6(1)(c);
- (e) Any other information required by this Bylaw or by the Village of Tuxford.

(2) Every permit application shall be reviewed and approved by the building official.

(3) If the work described in an application for a permit, to the best of the knowledge of the local authority or its building official, complies with the requirements of this bylaw, the Act or the regulations, the local authority or the building official shall, upon receipt of the required fee, issue a permit in Form B and return one set of submitted 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:

- a. The name of the person, or company to whom the permit is issued;
- b. The period for which the permit is valid;
- c. A statement of all fees, deposits or bonds charged for the permit;
- d. The scope of work authorized by the permit;
- e. The municipal address or legal description of the property on which the work described in the permit is located;
- f. The buildings or portion of buildings to which the permit applies;
- g. The date of completion of the stages of construction for which a permit holder must inform the local authority;
- h. Any conditions that the permit holder is required to comply with; and
- i. Any information required by this building bylaw.

(5) No person, or company to whom a permit 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.

(a) The permit fee for construction, additions, erection, placement, alteration, repair, renovation, relocation, removal use, occupancy or change of occupancy of a building or reconstruction of a building shall be based on the following fee schedule.

Attached SCHEDULE "A" to this Bylaw

(b) *Farm Buildings, as defined in the Act, are exempt from the provisions of the fee schedule.*

- (8) If a deposit is collected it shall, on request by the owner or 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 any applicable taxes.
- (10) The local authority or building official may establish the value of construction for the work described in an application for building permit, for the purpose of calculating a permit fee, based on established current construction costs, owner's or owner's representative's statement of costs or constructor's contract values, or similar methods selected by the local authority.
- (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 a permit fee where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

PERMITS – REFUSAL TO ISSUE

- 7 (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 a 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

PERMITS – 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 reasons for the revocation.

PERMITS – EXPIRY

9(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 months from date of issue;
 - (b) six months from date of issue if work is 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 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 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 section 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.

(2) The Village of Tuxford may, at its discretion, have plan review, inspection and other services for the purpose of enforcement of the Act and Regulations provided by building officials designated by the minister to assist the local authority pursuant to subsection 16(6) of the Act.

(3) The Village of Tuxford may, at its discretion have plan review, inspection and other services provided by a person, firm or corporation employed under contract to the local authority that holds a building official licence and is duly appointed.

(4) The Village of Tuxford may estimate the value of construction for the work described in an application for building permit, for the purpose of a permit fee, based on established construction costs, owner's statement of costs or constructor's contract values, or similar methods selected by the local authority or the building official.

(5) All permits issued under this section expire:

- (a) Twelve 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

© on the date specified by the Village of Tuxford if work has been suspended with the written permission by the local authority or building official and the aged upon period has been exceeded.

(6) The local authority 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.

DEMOLITION OR REMOVAL PERMITS

11(1)(a) The fee for a permit to demolish or remove a building shall be \$100.00.

- (i) In addition, the applicant shall deposit with the local authority the following sum 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 local authority or its authorized representative, not dangerous to the public safety.
 - i. One and two dwelling units - \$1000.00
 - ii. Any assembly, care or detention, residential (other than one or two dwelling), business and personal service, mercantile, or industrial occupancy - \$3000.00

- (ii) If the applicant who demolishes or removes the building restores the site to a condition satisfactory to the local authority or its authorized representative, the sum deposited, or portion thereof, 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 local authority 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 local authority, 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 local authority, and the local authority 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 local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D.

(5)(a) Where a building is to be removed from its site and set upon another site in the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or the 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 local authority or its authorized representative, will conform with the requirements of this bylaw, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D.

(b) In addition, the local authority, upon receipt of the fee prescribed in Section 5(5), shall issue a permit for the placement of the building in Form B.

(6) All permits issued under this section expires six months from the date of issue except that a permit may be renewed for six months upon written application to the local authority.

ENFORCEMENT OF BYLAW

12(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 local authority or its authorized representative may take any measures as permitted by Part 5 of the Act for the purpose of ensuring compliance with this bylaw including, but not limited to:

- (a) At any reasonable hour, enter land or a building,
- (b) Ordering production of a register, certificate, plan or other documents relating in any manner to the design, construction, addition, erection, placement, alteration, repair renovations, removal, use, occupancy or change of occupancy of a building and may make copies of the document.
- (c) Inspecting and taking samples, of any material, equipment or appliance being used in the design, construction, addition, erection, placement, alteration, repair, renovation, demolition, removal use, occupancy or change of occupancy of a building.
- (d) Issuing notices to owners that order actions within a prescribed time pursuant to section 25 of the Act,
- (e) Eliminating unsafe conditions and imminent risk or dangers to the safety of occupants or the public,
- (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 Village of Tuxford or its appointed building official may take any measures allowed by subsection (1) and sections 24, 25, or 26 of the Act and sections 13 and 14 Regulations.

NOTIFICATION

- 13(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 the owner's representative intends to commence the work;
and
 - (b) subject to subsection (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 clause (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 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 work.
- (4) Subject to subsection (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 owner's representative intention to occupy a portion of the building if 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 or 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 clause (5)(a) or (b).
- (7) On 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 pursuant to clause (2)(b), (3)(a), (3)(d), (3)(e) or subsection (4) is to be in writing.

SPECIAL CONDITIONS

- 14(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 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.

PENALTY

15 (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 compliance with the Act and regulations.

REPEAL OF BYLAW(S)

16 On enactment of this building bylaw, all previous building bylaws, including building bylaw amendments, are repealed.

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

Certified as a true copy of bylaw number 07-2023
 adopted by resolution on the 11th day of
July, 2023



X [Signature]
 Mayor

X [Signature]
 Acting Administrator

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

[Signature]
 Building and Technical Standards
 Ministry of Government Relations

July 20, 2023
 Date



PBI Fee Calculator

Residential¹ (Class 1)

Effective January 1, 2023 - December 31, 2024

Municipal Office Use Only - Not for Distribution

Project Type	Size ² (m ²) or Type	Reviews				On-Site Inspections ³				PBI Base Fee	Travel Fee ⁵ \$85.00 per trip	Municipal & SAMA Fee ⁶	Total Permit Fee ⁷ (Incl Travel)
		Plan Review	Foundation & Framing Inspection	Anchoring & Framing Inspection	Insulation & Vapour Barrier Inspection	Occupancy Inspection	Final Inspection ⁴						
New Dwelling	up to 99 m ²	\$320.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00	\$980.00	\$340.00		\$1,300.00	
	Size ² based on developed living space, including walkout and finished basements	\$480.00	\$240.00	\$240.00	\$240.00	\$240.00	\$0.00	\$0.00	\$1,440.00	\$340.00		\$1,780.00	
Note: 99.9 m ² = 1,075 ft ²	220 - 339	\$640.00	\$320.00	\$320.00	\$320.00	\$320.00	\$0.00	\$0.00	\$1,920.00	\$340.00		\$2,260.00	
	340 - 459	\$800.00	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00	\$2,400.00	\$340.00		\$2,740.00	
Addition / Accessory Bldg w/Living Space	460 - 599	\$960.00	\$480.00	\$480.00	\$480.00	\$480.00	\$0.00	\$0.00	\$2,880.00	\$340.00		\$3,220.00	
	600 - 739	\$1,120.00	\$560.00	\$560.00	\$560.00	\$560.00	\$0.00	\$0.00	\$3,360.00	\$340.00		\$3,700.00	
Secondary Suite		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00	\$640.00	\$255.00		\$895.00	
Attached Garage	Insulated	\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$840.00	\$255.00		\$895.00	
	Not Insulated	\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$800.00	\$255.00		\$895.00	
Accessory Building ⁸	Insulated	\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$170.00		\$650.00	
	(No living space or permanent heat source)	\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$800.00	\$0.00		\$240.00	
Renovation (structural or egress)	Not Insulated	\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$85.00		\$405.00	
Basement Development		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$85.00		\$405.00	
Deck (not covered or enclosed)		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$85.00		\$405.00	
Cover/Enclosed Deck		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$85.00		\$405.00	
Solar Panels (PV or Domestic Hot Water)		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$85.00		\$405.00	
Retaining Wall		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$255.00		\$895.00	
Foundation Replacement		\$80.00	\$160.00	\$160.00	\$160.00	\$160.00	\$80.00	\$0.00	\$800.00	\$85.00		\$405.00	
Demolition		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00		\$80.00	
Mobile (Manufactured) Home		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00	\$480.00	\$170.00		\$650.00	
RTM / Modular Home / Post-Move		\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00	\$480.00	\$340.00		\$1,140.00	
Size ² based on developed living space, including walkout and finished basements	up to 99 m ²	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00	\$480.00	\$340.00		\$1,140.00	
	100 - 139	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00	\$0.00	\$0.00	\$600.00	\$340.00		\$1,300.00	
	140 - 179	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00	\$0.00	\$0.00	\$1,120.00	\$340.00		\$1,460.00	
	180 - 219	\$256.00	\$256.00	\$256.00	\$256.00	\$256.00	\$0.00	\$0.00	\$1,280.00	\$340.00		\$1,620.00	
	220 - 259	\$288.00	\$288.00	\$288.00	\$288.00	\$288.00	\$0.00	\$0.00	\$1,440.00	\$340.00		\$1,780.00	
	260 - 299	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$0.00	\$0.00	\$1,600.00	\$340.00		\$1,940.00	

GST is payable, and not included in above rates

Residential¹: In addition to those listed above, also includes detached houses, semi-detached houses, duplexes. Buildings with horizontal area larger than 600 m² 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

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

Size²: Amount of developed living space. Noted at top of Plan Review report, based on plans provided

On-Site Inspections³: 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 Inspection⁴: Final Inspections indicated in red are completed when PBI in the area. There is no Travel Fee charged for the first Final Inspection. Extra Inspections may be required, and charged at \$160.00 + travel.

Travel Fee⁵: If PBI inspects more than one property per visit, Travel Fee may be split between each property to reduce cost.

Municipal & SAMA Fee⁶: 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 Fee⁷: 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".

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 Building⁸: Examples include buildings over 10m², 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)



PBI Fee Calculator
Commercial (Class 2 & 3)

Effective January 1, 2023 - December 31, 2024

Municipal Office Use Only Not for Distribution

Maximum of:

A) Value of Construction Fees:

VOC²: X / = **\$ 1,200.00 PBI Base Fee** (1/3 at Plan Review 2/3 for Inspections)

of Trips: X = **\$ 0.00 Travel Fee³** (Project Estimate)

Municipal & SAMA Fee⁴

\$ 1,200.00 Total Permit Fee⁵

B) Minimum Fees:

Project Type	Type	Reviews		On-Site Inspections ³			PBI Base Fee	Travel Fee ⁴ \$85.00 per trip	Municipal & SAMA Fee ⁵	Total Permit Fee ⁶ (incl Travel)
		Plan Review	Insulation & Vapour Barrier Inspection ⁴	Foundation Inspection	Framing Inspection	Occupancy or Final Inspection ⁴				
Principal Building		\$400.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 1,200.00	\$340.00	\$ 1,540.00	
Addition		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 1,000.00	\$340.00	\$ 1,340.00	
Renovation / Tenant Improvements		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 800.00	\$255.00	\$ 1,055.00	
Accessory Building (No living space)	Insulated	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 1,000.00	\$340.00	\$ 1,340.00	
	Not Insulated	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 600.00	\$170.00	\$ 770.00	
Barrier-Free Washroom		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 600.00	\$170.00	\$ 770.00	
Barrier-Free Ramp		\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$ 400.00	\$85.00	\$ 485.00	
Solar Panels (PV or Domestic Hot Water)		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$ 200.00	\$85.00	\$ 285.00	
Demolition		\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$ 100.00	\$85.00	\$ 185.00	

GST is payable, and not included in above rates

Commercial¹: In addition to those listed above, also includes industrial, institutional, and multi-unit and residential buildings with horizontal area larger than 600 m². 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)²: 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. All use Group Guide for Canadian Cost of Construction used if project appears to be under valued

On-Site Inspections³: 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 Fee⁴: If PBI inspects more than one property per visit, Travel Fee may be split between each property to reduce cost

Municipal & SAMA Fee⁵: 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 Fee⁶: 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"³.

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 Building⁷: 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)

FORM A to Bylaw No.04-2018

_____ of _____, Saskatchewan

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to _____ construct
_____ alter
_____ reconstruct
the building according to 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 _____

Foundations _____ Material _____ Size _____

Foundation Soil Classification and Type _____

Footings _____ 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 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.

Date

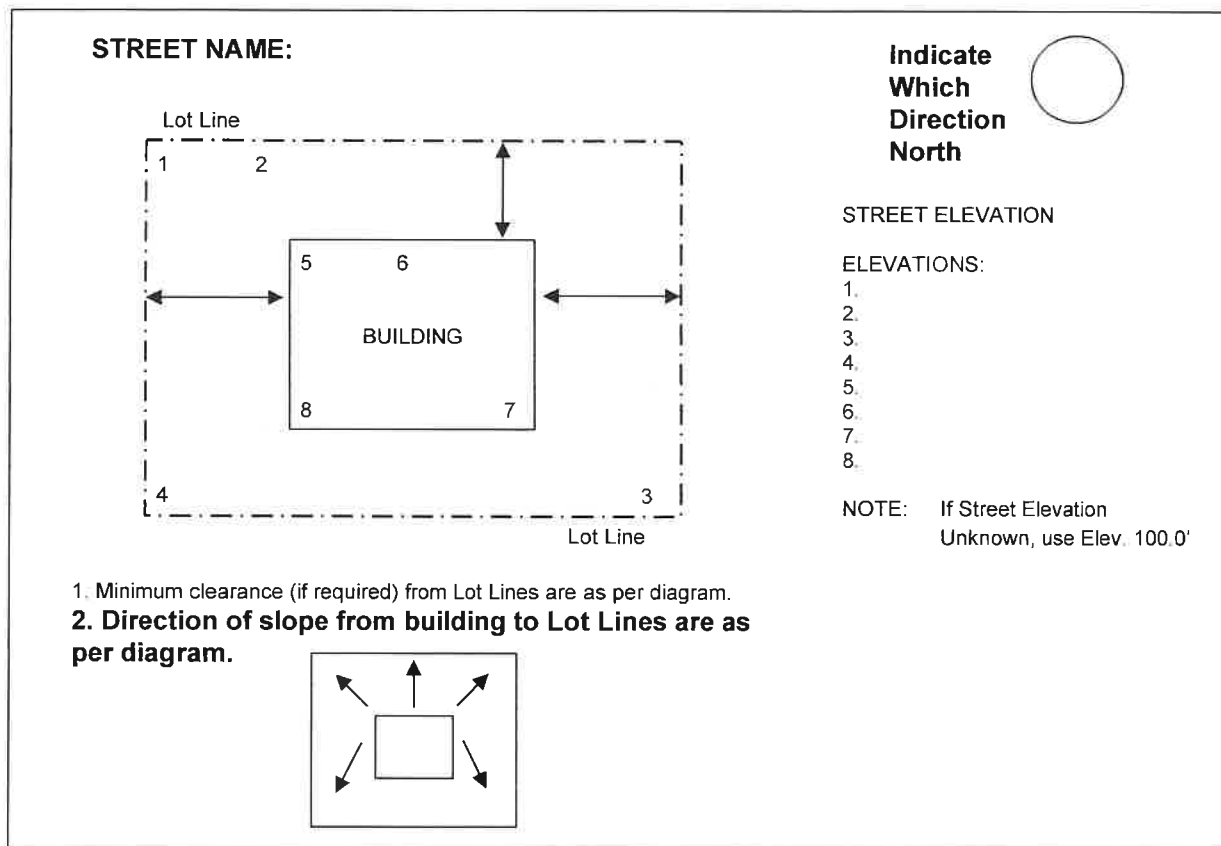
Signature of Owner or Owner's Agent

FORM B to Bylaw No. 04-2018

_____ of _____, 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.** Grade lines of the building site
 are to be as indicated below and as shown on the diagram.



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 Authorized Representative

FORM C to Bylaw No. 04-2018

_____ of _____, 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

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 the building.

Date

Signature of Owner or Owner's Agent

_____ of _____, Saskatchewan

FORM D to Bylaw No. 04-2018

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.

Permit fee \$ _____

Deposit fee \$ _____

Date

Signature of Authorized Representative