

BYLAW NO. 212/2024

A BYLAW OF THE RURAL MUNICIPALITY OF INDIAN HEAD NO. 156 RESPECTING BUILDINGS

The Council of the Rural Municipality of Indian Head No. 156 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.

"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 a building.

"Council" means the Council of the Rural Municipality of Indian Head No. 156

"Construction Standards" in this building bylaw means the Act, the regulations, The National Building Code of Canada, The National Energy Code of Canada for the Buildings, ministerial interpretations pursuant to section 8 of the Act and Saskatchewan Construction Standards Appeal Board orders, interpretations and orders of building officials within the local authority and any related bylaws adopted by the local authority.

"Farm Building" means subject to the regulations a building that:

- (a) does not contain a residential occupancy;
- (b) is located on land used for agricultural operations as defined in The Agricultural Operations Act; and
- (c) is used for the following purposes:
 - i. the housing of livestock;
 - ii. the production, storage, or processing of primary agricultural and horticultural crops or feeds;
 - iii. the housing, storage or maintenance of equipment or machinery associated with an agricultural operation;
 - iv. any other prescribed purpose

"Local authority" means the municipality 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, or renovation, 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

- 5(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.
- (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 Municipality, or any Inspector appointed by the Municipality liable for damages or otherwise by reason of the fact that a building, the construction, erection, placement, alteration, renovation or relocation 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

PERMIT - ISSUANCE

- 6(1) Every application for a permit to construct, add to, alter, renovate, or reconstruct a building shall be in a form prescribed by the Local Authority or its Authorized Representative, and shall be accompanied by the approved development permit issued by the local authority, two sets of plans and the specification of the proposed building. The authorized representative may waive the requirements of submitting the plans and specifications. In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.
- (2) 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.
- (3) 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.

- (4) The Local Authority may, at its discretion, have plan review, inspection and other services provided by a licensed building official, duly appointed by the local authority, employed under contract to the local authority.
- (5) The permit fee shall be calculated according to the sum of the following:
 - (a) a permit administration fee listed in a fee bylaw for the processing, handling and issuance of a permit;
 - i) One and two-family dwelling units and accessory buildings \$25.00
 - ii) Other \$50.00
 - (b) the fees for plan review, field inspection of construction and enforcement in accordance with a fee bylaw or the agreement between the provider of building official services and the local authority. Additional inspection fees may be invoiced for work that requires:
 - (i) Reinspection of work that to ensure compliance with the Act and the regulations;
 - (ii) Progress inspections for work that have not occurred within 6 months;
 - (iii) Inspections of any deviations, omissions or revisions to work for which a permit has already been issued under this section;
 - (iv) Enforcement actions to ensure compliance with the Act and the regulations;
 - (v) Any additional fees incurred by the local authority as a result of clauses above.
 - (c) The fees charged by the Saskatchewan Assessment Management Agency; and
 - (d) a performance bond deposit of \$1,000 for work over 500 square feet of 46.47 square meters.
- (6) 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.
- (7) All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.
- (8) The local authority or the building official may establish the value of construction for the work described in an application for a permit, for the purpose of calculating a permit fee, based on established current construction costs, the owner's or the owner's representative statement of costs or constructor's contract values, or similar methods selected by the local authority or the building official.
- (9) 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.
- (10) 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.
- (11) The local authority may, at its discretion, rebate a portion of a permit fee or deposit 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 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.

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 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

- 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 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

- 13(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.

FORCE AND EFFECT

This Bylaw shall come into force and take effect on the date of approval pursuant to Section 17 of the Construction Codes Act.



X
REEVE

X
ADMINISTRATOR

Certified a true copy of Bylaw
212/2024, passed on February 13, 2024

[Signature]
Administrator

Reeve



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

[Signature]
Building and Technical Standards
Ministry of Government Relations

[Signature]
April 9, 2024

Rural Municipality of Indian Head, No. 156

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to _____ construct _____ renovation
_____ alter
_____ make addition to

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

Description of Project/Intended use of Building:

Registered Owner: _____

Address: _____ Phone _____ Email: _____

Contractor: _____

Address: _____ Phone _____ Email: _____

Civic Address or location of work: _____

Legal description – Lot _____ Block _____ Plan _____

Applicant: ☐ Same as Registered Owner ☐ Same as Contractor

Size of Building _____ Length _____ Width _____ Height _____

Number of storeys _____ Number of Fire Escapes _____

Number of stairways _____ Width of Stairways _____

Estimated value of Construction (excluding site) \$ _____

Building Area (area of largest storey) _____ square meters

Estimated construction start date: _____

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 Owners Agent

Rural Municipality of Indian Head, No. 156

APPROVAL ON BUILDING PERMIT

Permission is hereby granted to _____
(name)

Phone #: () _____

Mailing Address: Box , Town SK S0G

to: construct (), alter (), renovate (), addition (), renovation ()

a building to be used as a

_____, on;

Civic address or location of work: _____

Legal description: 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.

This permit is issued under the following conditions:

The permit is issued with compliance to the provisions listed in the attached "Plan Examination Report".

It is the owner's responsibility to ensure all relevant items mentioned in the Plan Examination Report are provided for the sub-trades

Estimated construction cost (excluding site) \$ _____

Building Permit Fee \$ _____

Receipt No. GEN _____

Paid: _____ (date)

APPROVED

Date

Administrator:

FARM BUILDING EXEMPTION REQUEST FORM

To:

Municipality Name (Print)

Re:

Name of Owner (Print)

Description of Project (Print)

Civic Address or Legal Land Location of Project Site (Print)

I/We request an exemption from *The Construction Codes Act* (CCA) for the construction of a farm building as per the definition of "Farm Building" in the CCA. I/We hereby affirm that the building:

- Does not contain a residential occupancy,
- Is located on land used for an agricultural operation as defined in *The Agricultural Operations Act* (see definition below), and
- Is used for:
 - The housing of livestock
 - The production, storage or processing of primary agricultural and horticultural crops or feeds
 - The housing, storage or maintenance of equipment or machinery associated with an agricultural operation
 - Another prescribed purpose, with details attached

If the building is to be used for another use or assessed as another use by the municipality I/We agree to obtain a building permit for the change of use/occupancy, and make all required changes to the building at our cost. I/We agree this may include removing materials to ensure compliance, providing engineered designs upon request, complying with orders, ensuring all required inspections are scheduled and completed, or removing the building.

Signature of Registered Owner

Date

Definitions:

As per *The Agricultural Operations Act*; "agricultural operation" means an agricultural operation:

- i) That is carried out on a farm in the expectation of gain or reward, including:
 - (a) cultivating land
 - (b) producing agricultural crops, including hay and forage;
 - (c) producing horticultural crops, including vegetables, fruit, mushrooms, sod, trees, shrubs, flowers, greenhouse crops and specialty crops;
 - (d) raising all classes of livestock, horses, poultry, fur-bearing animals, game birds and game animals, bees and fish;
 - (e) carrying on an intensive livestock operation;
 - (f) producing eggs, milk, honey and other animal products;
 - (g) operating agricultural machinery and equipment, including irrigation pumps and noise-scare devices;
 - (h) conducting any process necessary to prepare a farm product for distribution from the farm gate;
 - (i) storing, handling and applying fertilizer, manure, organic waste, soil amendments and pesticides, including both ground and aerial applications;
 - (j) any other prescribed agricultural activity or process; or
- ii) that is prescribed as an agricultural operation for the purposes of this Act.

The Building Code Regulations subsection 2(2) states that a building is not a farm building;

- A) the building is used in the production, processing, wholesaling or distribution of cannabis as defined in *The Cannabis Act* (Canada) or *The Cannabis Control (Saskatchewan) Act*;
- B) The building is used for the manufacture, sale, storage, wholesale or delivery of beverage alcohol as authorized by *The Alcohol and Gaming Regulations Act, 1997*; or
- C) The building is classified for assessment purposes in one of the following classes;
 - a. Commercial and industrial;
 - b. Elevators;
 - c. Railway rights of way and pipeline.

