

THE CITY OF MELFORT

Office Consolidation

THE BUILDING BYLAW

NO. 2014-24

Including Amendments to March, 2016

All persons making use of this consolidation are reminded that it has no legal status and that the amendments have been embodied for convenience of reference only. A certified copy of the Bylaw and amendments should be consulted for all purposes of interpreting and applying the law.

AMENDMENTS TO THE BUILDING BYLAW 2014-24

AMENDMENTS

DATE PASSED

Bylaw 2016-10

Amend Section 4 - Penalties

March 14, 2016

CITY OF MELFORT

BYLAW NO. 2014-24

A BYLAW OF THE CITY OF MELFORT RESPECTING BUILDINGS

The Council of the City of Melfort, in the Province of Saskatchewan, enacts as follows:

SECTION 1. ADMINISTRATION

1.1 **Short Title**

This Bylaw may be cited as the Building Bylaw.

1.2 **Interpretation**

- (a) “Act” means *The Uniform Building and Accessibility Standards Act* being Chapter U-1.2 of the Statutes of Saskatchewan, 1983-84 and amendments.
- (b) “Administrative Requirements” means *The Administrative Requirements for Use with The National Building Code*.
- (c) “Authorized representative” means a building official appointed by the local authority pursuant to subsection 5(4) of the Act or the municipal official.
- (d) “Local authority” means the City of Melfort
- (e) “Regulations” means regulations made pursuant to the Act.
- (f) “Definitions contained in the Act and Regulations shall apply in this bylaw.

1.3 **Scope of the Bylaw**

- (a) The documents described in the attached Schedule 1, together with all future amendments of the said documents, are hereby adopted and form part of this Bylaw, and the provisions contained therein are in force in the City of Melfort.
- (b) This bylaw applies to matters governed by the Act and the Regulations, including the *National Building Code of Canada*, and the Administrative Requirements.
- (c) Notwithstanding subsection 1.3(b), references and requirements in the Administrative Requirements respecting matters regulated by the Act and Regulations shall not apply.
- (d) Notwithstanding subsection 1.3(b), references and requirements in the Administrative Requirements respecting “occupancy permits” shall not apply except as and when required by the local authority or its authorized representative.

1.4 **General**

- (a) A permit is required whenever work regulated by the Act and Regulations is to be undertaken.
- (b) 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.
- (c) The granting of any permit that is authorized by this bylaw shall not:
 - (i) 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
 - (ii) make either the local authority 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.

1.5 **Building Permits**

- (a) Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall be in Form A of the City of Melfort Zoning Bylaw, entitled "*Application for Development Permit*", and shall be accompanied by two sets of the plans and specifications of the proposed building, except that when authorized by the local authority or its authorized representative plans and/or specifications need not be submitted.
- (b) If the work described in an application for building permit, to the best of the knowledge of the local authority or its authorized representative, complies with the requirements of this bylaw, the local authority, upon receipt of the prescribed fee, shall issue a permit, as shown in Schedule 3, and return one set of submitted plans to the applicant.
- (c) The local authority 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 4(4) of the Act.
- (d) The local authority 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.
- (e) The permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be based on the fees set out in the attached Schedule 2.
- (f) The local authority 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 the local authority.

- (g) Approval in writing from the local authority or its authorized representative is required for any deviation, omission or revision to work for which a permit has been issued under this section.
- (h) All permits issued under this section expire:
 - (i) six months from date of issue if work is not commenced within that period, or
 - (ii) if work is suspended for a period of six months, or
 - (iii) if work is suspended for a period of longer than six months by prior written agreement of the local authority or its authorized representative.
- (i) 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.

1.6 **Occupancy Permits**

- 1.6.1 (a) Every building which requires an occupancy permit shall comply with the construction requirements for the major occupancy group to be housed therein.
- (b) Notwithstanding compliance with the regulations contained in this Bylaw, an occupancy permit shall not be issued if the building or the proposed use is in violation of the City of Melfort Zoning Bylaw.
- (c) No person shall occupy a building without first obtaining an occupancy permit or temporary occupancy permit from the local authority.
- 1.6.2 (a) An application for an occupancy permit for a project that is comprised of 4 or more residential dwelling units shall contain:
 - i) a certificate of compliance by the designer or another qualified person for the review of the construction of project in compliance with the requirements for design conformance as contained in the current National Building Code of Canada.
 - ii) a Real Property Report prepared by a land surveyor registered in the Province of Saskatchewan showing the dimensions of the land ownership and the position of all buildings on the site.
- (b) An application for an occupancy permit for a project comprised of 3 or fewer residential dwelling units requires only the document described in 1.6.2(a)(ii).
- (c) When an occupancy permit is refused, the local authority shall notify the applicant in writing and shall indicate the reason for such refusal.
- 1.6.3 The local authority may issue a Temporary Occupancy permit for part of a building, provided that such temporary occupancy or use would not jeopardize life or property. Temporary occupancy permits may be renewed for periods of thirty (30) days but no building shall be occupied under a Temporary Occupancy permit for more than six (6) months.

1.7 **Forms**

No person shall commence the erection or construction of any building above the foundation level without first having provided the local authority with a survey certificate prepared by a land surveyor registered in the Province of Saskatchewan showing the dimensions of the land ownership and the position of all buildings on the site.

1.8 **Fees**

The permit fees and deposits required for work done pursuant to this Bylaw shall be those fees and deposits set out on the attached Schedule 2.

SECTION 2. SPECIAL REQUIREMENTS

2.1 **Existing Buildings**

2.1.1 **Structural Alterations and Additions**

- (1) Where repairs are or alterations to an existing building are made necessary on account of damage by fire or other causes, and where the cost of such repairs or alterations exceed 75% of the assessed value of the building prior to such damage, such repairs or alterations shall be considered a re-erection thereof and are prohibited unless the entire building is made to conform with the requirements of this Bylaw for new construction.
- (2) When repairs or alterations to an existing building are made necessary on account of dilapidation, and where the cost of such repairs or alterations exceed 75% of the assessed value of the building at the time of application for a permit, such repairs or alterations shall be considered a re-erection thereof and are prohibited unless the entire building is made to conform with the requirements of this Bylaw for new construction.
- (3) Where the cost of replacements, alterations or additions made to an existing building exceed 75% of the assessed value of the building, the entire building shall be made to conform to this Bylaw.

2.1.2 **Removals, Relocations and Demolitions**

- (1) No building shall be removed or relocated if the building:
 - (a) is in such a state of deterioration or disrepair or is otherwise so structurally unsafe that it could be moved without endangering persons or property, or
 - (b) is structurally unsafe or unfit for the proposed use at its new location.
- (2) Buildings to be removed or relocated in the City of Melfort shall comply in all respects with the provisions of this Bylaw.
- (3) Upon application for a permit to demolish or remove a building to another site, the applicant shall submit a statement from the City Assessor concerned that the taxes upon the land and buildings from

which the building is to be demolished or removed have been paid in full, and that the land and buildings have not been sold for taxes, or if so sold, have been redeemed.

- (4) The application for a removal, relocation or demolition permit shall set forth:
 - (a) a description of the building giving the existing location, construction materials, dimensions, number of rooms and condition of exterior and interior;
 - (b) a legal description of the existing site of the building;
 - (c) a legal description of the site to which it is proposed such building be moved;
 - (d) a plot plan of the site to be occupied by the building when relocated;
 - (e) all required approvals from local and Provincial governing bodies and including utility corporations shall be supplied by the mover prior to the issuance of the permit.
 - (f) a full inspection and report of the Building Official.
- (5) Every person who applies for a permit to remove a building from a property or to demolish a building shall:
 - (a) Upon application for the permit, secure services of the Director of Public Works and Engineering to seal off or remove all water and sewer connections to the property, and make payment for such services;
 - (b) Upon application for the permit arrange for the discontinuation or removal of gas, electrical and telephone utilities;
 - (c) Commence removal or demolition of the building or buildings to which the permit relates within 10 consecutive days next following the date of issuance of the permit;
 - (d) Complete the demolition or removal:
 - i. in the case of buildings not exceeding 600 square meters in area or 3 storeys in height, within 30 consecutive days next following the date of issuance of the permit;
 - ii. in the case of buildings exceeding 600 square meters in area or 3 storeys in heights, within 90 consecutive days next following the date of issuance of the permit.
 - (e) Upon completion of demolition or removal:
 - i. remove all rubbish and building materials from the property;

- ii. fill any excavation on the property to an elevation compatible with abutting properties, and provide proper drainage of water to the front or rear of the property, or both;
- iii. cause the property to be left in a safe and sanitary condition.

The local authority may but shall not be obliged to extend the time limits set forth in Section 2.1.2(5) (c) and (d), upon written application for such extension.

- (6) (a) No building or structure shall be demolished without a demolition permit. All permitted demolition materials must be hauled to the City of Melfort landfill.
- (b) No building or structure exceeding 10 m² shall be removed or relocated without a moving permit.
- (c) No moving permit will be issued as required in 2.1.2(6) (b) unless the applicant has contacted all provincial utilities regarding disconnection or termination of service.
- (d) An application to move a building or structure shall be made on the form prescribed by the local authority.
- (e) No building shall be demolished until the applicant applying for a demolition permit provides the Building Official with the following:
 - i. a demolition deposit, as prescribed in Schedule 2, which will be refunded to the applicant once the site is restored to a condition satisfactory to the local authority, and upon presentation of City of Melfort landfill tickets verifying that demolition materials have been disposed of in accordance with subsection 6(a) above, and
 - ii. confirmation that the land from which it is to be removed is clear of all taxes and tax sales or tax liens, except with the permission of the local authority, and
 - iii. detailed specifications as to both the manner and method to be employed in demolishing the building, and
 - iv. indication as to whether or not closure or encroachment by any means upon streets, lanes, etc., will be utilized/

The demolition permit will not be issued until the above requirements have been complied with and approval granted for the closure or encroachment.

- (f) No building shall be relocated on its existing site nor relocated in the City of Melfort unless the plans and specifications for the building, in its new location, meet all the requirements of this

Bylaw and said relocation has been approved by the authority with jurisdiction.

- (g) All permits issued under this section expire six months from the date of issue except that a permit may be renewed for one month upon written application to the local authority or its authorized representative.

2.2 **Temporary Buildings**

- 2.2.1 For the purposes of this Section, a temporary building shall mean a building not exceeding 55 m² in area, one storey in height and erected or placed on a nonconforming foundation.
- 2.2.2 The local authority may issue a permit for a temporary building subject to the restrictions hereinafter, set forth:
 - (a) Temporary buildings may be permitted in excess of this area for Schools and Churches.
 - (b) Temporary buildings shall not be permitted for a period of more than one year, except for Schools and Churches.
 - (c) The Temporary building shall not be used for human habitation.
- 2.2.3 Temporary buildings to be used in connection with construction work and located on the construction site may be erected without a permit but shall be removed immediately upon completion of the said work.

2.3 **Valuation of Buildings for the Purpose of Permits**

- (1) The value to be shown on building permits shall mean the total monetary worth of all construction or work including all painting, papering, roofing, electrical work, plumbing, permanent or fixed heating equipment, elevator equipment, fire sprinkler equipment, and any permanent equipment used in the processing and/or manufacturing for which the use of the building was intended and all labor costs and professional fees, materials and other devices entering into and necessary to the prosecution of the work in its completed form. No portion of any building, including mechanical, electrical, and plumbing work, shall be excluded from the valuation for a building permit because of any other permits required by any governing Bylaw or agency.
- (2) Notwithstanding the provisions of sentence (1) above, the value of a building permit in the case of the relocation of a building to a new site shall include the cost to move the building, excavation at the new site, cleaning and leaving the former site in the condition specified in this Bylaw and alterations or repairs to the building.
- (3) In the case of the erection, alteration or enlargement of any sign or encroachment, the value shall reflect the cost of any contract for the prosecution of the work with all contractors which shall include all labor costs, materials and devices necessary to complete the work.

- (4) The determination of value or valuation shall be made by the local authority and shall be the reproduction cost new without depreciation and without regard to any loss occasioned from fire, used material, or other causes.
- (5) The Council of the City of Melfort is hereby authorized to establish by resolution from time to time, minimum values for various types of construction to be used by the Building Official for the purpose of issuing Building Permits.

2.4 **Addressing**

- 2.4.1 Every building shall have an address determined by the street abutting the front entrance and the local authority shall assign a number for each such address.
- 2.4.2 In the case of a building having more than one front entrance, the local authority shall determine and assign an address for each said front entrance.
- 2.4.3 Any existing address in the City that in the opinion of the local authority gives rise to confusion, shall be given a new address and the owner of the said premises, upon being notified by registered mail, shall forthwith change the numbers on the exterior of his building to comply with the new address.
- 2.4.4 Numbers containing the address shall be placed on a wall within 1 meter of the front entrance of all residential and commercial buildings and plainly visible from the street.
- 2.4.5 Buildings in the commercial area, as described in the City of Melfort Zoning Bylaw No. 96-09, shall also be required to have the numbers contained in the street address placed on the rear wall of the premises, plainly visible from the rear lane.

2.5 **Manufactured Homes (Mobile Homes)**

- 2.5.1 **Manufactured Home** – a transportable, factory-built dwelling house constructed on a steel sub-frame to which wheels may attach and conforms to Canadian Standards Association standards or the City of Melfort Building Bylaw standards and is designed to be transported on its own wheels and chassis or other means and arriving at a mobile home lot or mobile home site ready for occupancy.

Manufactured Home Single-Wide Unit – a mobile home designed to be towed in a single load.

Manufactured Home, Expandable Unit – a mobile home containing parts which may be folded, collapsed or telescoped when in tow but which can be extended for additional space when located on a mobile home lot or site.

Mobile Home Development – a generic term covering both mobile home parks and mobile home subdivisions.

Mobile Home Lot- a lot, parcel or a piece of land in a mobile home subdivision, created and designed for the placement of a mobile home and for the exclusive use of its occupants.

Mobile Home Park – a lot, parcel or piece of land under single ownership and management, planned and developed for the placement of two or more mobile homes.

Mobile Home Site - a tract of land within a mobile home park designed and designated for the placement of a mobile home and for the exclusive use of its occupants.

Mobile Home Stand – a prepared area within a mobile home lot or site upon which the unit is sited.

Mobile Home Subdivision – a division of land into lots designed and intended exclusively for mobile home use and registered in the Land Titles Office for the Prince Albert Land Registration District

2.5.2 All Manufactured homes used in the City of Melfort shall conform to the current CAN/CSA Z.240 MH Manufactured Homes (dated 1986 or later).

2.5.3 A building permit shall be obtained before a manufactured home is located on a mobile home lot or mobile home site.

2.5.4 Construction of and placement of a manufactured home on a basement in a Mobile Home Park is prohibited.

Notwithstanding the above, a manufactured home may be placed on an approved full-sized basement, if the owner of the mobile home is the titled owner of the lot which is situated in a district properly zoned for the placement of mobile homes.

2.5.5 The foundation for a manufactured home shall be constructed in accordance with CAN/CSA Z240.10 standard or Part 4 of the National Building Code, at the direction of the City of Melfort Building Official.

2.5.6 A manufactured home shall be rigidly supported on its foundation by piers, posts, jacks or other acceptable means at such points on its chassis frame as indicated by the manufacturer or as determined by the latest edition of CAN/CSA Z.240.10 standard.

2.5.7 A manufactured home shall be anchored to its foundation. Anchors in the form of cast in place “dead men” eyelets embedded in the concrete piles shall be provided at all corners of the mobile home, and such additional points as may be necessary to secure the mobile home

against the forces exerted by wind. Such anchors shall be connected to the anchoring points of the manufactured home chassis frame by a cable or other approved device. Both the anchor and the connection shall be capable of withstanding a tension of at least 2000 kg and shall be taut. The use of screw-in piles, in accordance with CAN/CSA Z.240.10 standard, is also an acceptable method of anchoring the foundation.

- 2.5.8 The entire area beneath the manufactured home including extensions and expanded portions shall be paved or topped with well compacted gravel at a grade elevation specified by this Bylaw. A manufactured home lot or site shall be graded in accordance with grades established by this Bylaw.
- 2.5.9 A manufactured home shall be provided with skirting extending from the bottom of the manufactured home unit to the ground with adequate provision to compensate for vertical movement. Skirting shall be factory prefabricated units clad in pre-painted metal siding or finished with an acceptable protective coating and shall be so attached to the mobile home stand to prevent entry of rodents and other small animals. The skirting shall have a readily accessible removable panel not less than 1000 mm wide and 600 mm high giving access to service connections.
- 2.5.10 Manufactured homes shall be provided with steps, landings and handrails to all entrances in accordance with this bylaw.
- 2.5.11 The construction of structural additions to the manufactured home including ancillary structures shall require a building permit. Such addition shall be clad with material similar to that of the mobile home. Ancillary structures shall be clad with a material similar to that of the mobile home or a material acceptable to the local authority. Attached structures shall not obstruct required openings for light and ventilation of the mobile home and shall not prevent inspection of mobile home equipment or utility connections.
- 2.5.12 The water line shall extend vertically from the ground directly beneath the water connection in the mobile home. It shall be encased in a minimum 75-mm diameter pipe extending 150 mm above and 2 m below the mobile home stand to allow for the installation of electrical heat tape. The water line shall be appropriately insulated and taped from the ground to the floor of the mobile home. Interior piping within the mobile home shall be rearranged where required to permit the installation of water meter and wiring to accommodate outside readout.
- 2.5.13 Sewer service connections shall be extended vertically from the ground and connected to the sewer service outlets of the manufactured home. Sewer service connections shall be equipped with an expansion joint and installed in accordance with the regulations of this Bylaw. Exposed sewer pipes shall be adequately insulated beneath the floor of the mobile home and the mobile home stand.
- 2.5.14 Each manufactured home shall be directly connected and serviced with natural gas supplied from the Saskatchewan Power Corporation distribution system. The natural gas services to the manufactured

home shall be installed in accordance with the Provincial Government Regulations governing installation of gas services. Outside fuel tanks for propane and fuel oil are prohibited.

2.5.15 Electrical service connections to the manufactured home shall be installed in accordance with the Provincial Government Regulations governing installation of electrical services.

2.5.16 Telephone service connections to the manufactured home shall be installed in accordance with the regulations of Saskatchewan Telecommunications.

2.6 **Modular-built Houses**

2.6.1 All modular-built houses are built in a factory as a three dimensional module that maybe combined on site to make one, two or three storey homes. All site-built and modular-built homes for Saskatchewan must fully comply with the National Building Code of Canada (NBC). Modular built homes are certified under NBC under CAN/CSA A277 standard and labelled accordingly are intended for location in the City of Melfort.

2.6.2 All modular-built houses, excluding mobile homes, must be situated on a permanent foundation compliant with NBC provisions contained in Subsection 9.15.2. Alternatively, homes designed to be supported on longitudinal floor beams using piling foundations and skirted perimeter enclosures must comply with provisions contained in NBC Article 9.15.1.3.

2.6.3 Height of the main floor above shall be consistent with the height of the main floor of other dwelling units in the immediate and general area;

2.6.4 The width of the main floor is 20' or greater in width consistent with the dwelling units in the immediate and general area.

2.6.5 Roof pitch, style and features such as gables shall be consistent with the roofs of dwelling unit in the immediate and general area;

2.6.6 Roof overhang/eaves shall be a minimum of 18" from surface of each side wall;

2.6.7 Finishing materials used on the roof and exterior walls shall be consistent with the materials used on dwelling units in the immediate and general area;

2.6.8 Design of each modular home shall ensure the side facing the street on which the home fronts contains a prominently placed front door and windows in quantity and size that are consistent with dwelling units in the immediate and general area;

2.6.9 Full perimeter foundations and skirting enclosures utilized on other basement alternatives, shall be parged to create a finish similar in appearance to that customarily found on basements of other detached dwelling in the immediate and general area.

2.7 **Ready to Move Homes**

- 2.7.1 Ready-To-Move (RTM) homes are fully constructed and assembled by the seller. The completed home is loaded onto moving beams connected to the moving truck. The home is then delivered to your site and placed onto your foundation. The process and materials used for building RTMS are very similar to those used in building 'stick-built' homes.
- 2.7.2 RTM are certified under CSA standards and NBC standards.

2.8 **Standards for Detached Garages and Accessory Buildings**

- 2.8.1 Any building with an area over 18 m² must be supported with a concrete foundation at least 150 mm wide by 300 mm deep with a minimum elevation above exterior finished grade level of 150 mm.
- 2.8.2 Any building with an area under 18 m² may be supported on a monolithic slab at least 75 mm thick or on a treated wood foundation or treated wood skids.
- 2.8.3 Garage floors may be crushed rock or concrete.

SECTION 3. ENFORCEMENT

- 3.1 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 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 that 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.
- 3.2 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 local authority or its authorized representative may take any measures allowed by subsection (1).
- 3.3 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 local authority 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.

SECTION 4. PENALTIES

- 4.1 Any person who contravenes any of the provisions of this bylaw shall be liable to the penalties provided in Section 22 of the Act.
- 4.2 Every person who contravenes any provision of Subsection 2.4 is guilty of an offence and subject to the following penalties:
- i) the penalty for a 1st offence for violating this subsection shall be \$50.00.
 - ii) the penalty for a 2nd and subsequent offence shall be \$100.00.

In addition to the above penalties, equipment, labour and material charges and applicable administrative fees will be applied when the City is required to remedy the contravention on behalf of the property owner.

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

SECTION 5. SPECIAL CONDITIONS

- 5.1 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 local authority or its authorized representative.
- 5.2 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 local authority or its authorized representative.
- 5.3 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.
- 5.4 It shall be the responsibility of the owner to arrange for all permits, inspections and certificates required by other applicable bylaws, acts and regulations.

SECTION 6. MISCELLANEOUS

- 6.1 Bylaws 2008-26, 2009-12 and 2011-14 of the City of Melfort are hereby repealed.
- 6.2 This Bylaw shall come into full force and effect on the date of final approval of the Minister.

INTRODUCED AND READ the first time this 8th day of December, 2014.

READ the second time this 8th day of December, 2014.

READ the third time this 8th day of December, 2014, and passed as read.

MAYOR

(SEAL)

CITY CLERK

CERTIFIED a true copy of Bylaw No. 2014-24, passed by the Council of the City of Melfort, at their regular meeting held on the 8th day of December, 2014.

City Clerk

SCHEDULE 1

This schedule refers to current publications of the following codes and standards, and all future amendments thereto:

National Building Code of Canada

Supplements to the National Building Code

National Fire Code of Canada

Province of Saskatchewan Uniform Building and Accessibility Standards Act.

National Plumbing Code

SCHEDULE 2

BUILDING PERMIT FEES

1. Every person who makes an application for a permit as required by the Building Bylaw for the City of Melfort shall tender with his application therefore a fee calculated according to the following schedule:

- (a) For excavation, erection, alteration or repair of any **Residential, Commercial, Institutional or Industrial Buildings:**
 - i) for the first \$1,000.00 of estimated value or fraction thereof: \$60.00, which includes: \$40.00 – Building Permit Fee
\$20.00 – SAMA Maintenance Fee
 - ii) for each additional \$1,000.00 of estimated value or fraction thereof: \$5.00.
- (b) In any case where the construction or the excavation of a parcel of property on which a building or structure is to be erected has been commenced before such time that the building permit is obtained, the building permit fee shall be twice the amount otherwise determined in accordance with the above fee structure.
- (c) Deposit for Demolition Permits: \$500.00

2. **Special Inspection Fee**

- (a) For inspection during regular office hours:
 - i) Inside city limits Includd in permit fee
 - ii) Outside city limits or for special requests where no permit is involved \$40/hour plus mileage
- (b) For inspection outside regular office hours:
 - i) Inside city limits \$60/hour
 - ii) Outside city limits \$75/hour plus mileage
- (d) Mileage shall be determined at a rate equal to that established by the Government of Saskatchewan Public Service Commission and detailed in their Human Resource Manual, Travel Allowance Appendix (Link: <http://www.gov.sk.ca/psc/hrmanual/appendices/ps601-a.pdf>).

3. **Permit Cancellation**

Whenever a building permit is voluntarily surrendered for cancellation within six months of the date of issuance and no work has been done pursuant thereto and where the cost of a permit is more than \$100.00, a refund shall be made to the applicant of the amount paid less \$50.00. No refund shall be made whenever a building permit is submitted for cancellation after the expiration of six months from the date of issuance unless an application for an extension of time is made by the owner in writing prior to such expiry date and the said extension is granted, in writing, by the City of Melfort.

General Information

If construction has not commenced within six months from date of issue, this permit is revoked.

Construction to be completed 1 year from date permit issued.

Natural Gas Lines - Please contact the local Saskatchewan Power Gas Office to ensure that any new construction will be located over existing Natural Gas Service Lines, as this practice is prohibited.

All paper & refuse must be contained on the building site, from wind & scattering. It must be hauled to the disposal grounds.

Mandatory Building Inspections Call City Building Department - 306-752-5911

1. Footing Inspections - Before the footing is poured.
2. Foundation Inspection: prior to pouring in of concrete
- Prior to Covering with vapor barrier if foundation is PWF
3. Backfill Inspection: before the basement walls are backfilled.
4. Surveyors Certificate: After backfill and before sheathing is complete Certificate to be filled in the Office of the Building Official, when called for
5. Framing Inspection: After completion of framing prior to insulating
6. Insulation & Vapor Barrier Inspection
7. Drywall Inspection
8. Final Inspection: When Structure is Complete. NOTE: Must be completed prior to occupancy of structure.

Garage and Accessory Building Inspections

1. Footing Inspection: Before Footing is poured.
2. Framing Inspection: After Framing is complete.
3. Insulation & Vapor Barrier Inspection.
4. Final Inspection: When Structure is complete.

Demolition Permits Required

Buildings under 600m² must be completed within 30 days of permit issuance
Buildings over 600m² have 90 days in which to Complete demolition.