



COMMUNITY SERVICES DEPARTMENT

Property Owner Information

The City of Melfort has recently processed your building permit. Following is information that may be valuable to you as the owner of this property:

Assessment & Taxation

- Improvements resulting from this permit will be assessed and become taxable on January 1st of the year following the issuance of the building permit, except for permits issued after August 31st, which shall be assessed and become taxable as though the permit was issued in the following year.

Development Incentives

- Improvements *may* qualify for a development incentive. Information concerning development incentives is available on the City website at www.cityofmelfort.ca or by contacting the Community Development Manager at 752-5911.
- Application for incentives should be made within 60 days of issuance of the building permit. Application forms may be downloaded from the City website or by contacting the Community Development Manager.
- Applications are subject to review and approval - do not assume you have qualified simply because you have applied. Applicants will receive written notification of the status of their application.
- Development incentives will become effective on the date the improvements become taxable (see assessment and taxation above).

Construction & Occupancy Permits

- No person shall occupy a new building without first obtaining an occupancy permit or temporary occupancy permit from the City Building Official.
- Caution your contractors to take care of existing infrastructure! If damage occurs to sidewalk or curbing on your lot or neighboring lots as a result of construction, the property owner is responsible for replacement costs.

Utilities

- Water service will be made available upon application to the City and the provision of a water deposit, which will remain on your account and applied to your final billing. Residential water bills are produced on a bi-monthly basis, and include water service and waste collection fees.
- Every residence connected to the City water system must be equipped, at the owner's expense, with an outdoor meter reading device. This charge will be applied upon application for water service.
- For new installations, a plumbing permit must be completed by Community Health prior to meter installation and connection to water service.

Still have questions? We invite you to visit the City Website at www.cityofmelfort.ca, or contact us at City Hall at 306-752-5911.