

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Relocation of Buildings	<i>POLICY NUMBER:</i> 7.4.60	<i>EFFECTIVE DATE:</i> November 5, 2013
<i>ORIGIN:</i> Community Services Department	<i>ADOPTED BY COUNCIL ON:</i> November 4, 2013	<i>DATE AMENDED:</i>

1. PURPOSE

To establish a policy outlining the procedure for the relocation of structures within and into the City of Melfort.

2. POLICY

- 2.1 All requests for the relocation of structures within or in to the City of Melfort are to be submitted to the City Building Official.
- 2.2 The applicant requesting to relocate any structure is required to obtain all approvals and permits as required by local and provincial authorities and utilities.
- 2.3 A full inspection of the structure to be moved shall be completed by:
- a) the City of Melfort Building Official; or
 - b) by a qualified Engineer licensed to practice in the Province of Saskatchewan; or
 - c) by special request, another building official licensed by the Province with a minimum Class Two license.

Subsections 2.2(b) and 2.2(c) will apply for structures located outside a 100-kilometre radius of the City of Melfort.

An inspection fee, established in The City of Melfort Building Bylaw, will be invoiced to the applicant.

- 2.4 The site for the relocated structure shall be declared prior to approval of any relocation.
- 2.5 A full report on the structure, accompanied by pictures, is to be completed for each request.
- a) All deficiencies noted in the report shall be completed prior to moving the structure into City limits; or
 - b) Minor deficiencies, as those identified by the Building Official that could be completed after the structure has been moved, shall be completed within one (1) month of the building being relocated.
- 2.6 All structures must comply with and meet the requirements of the National Building Code, the City of Melfort Building Bylaw, the City of Melfort Zoning Bylaw and any other municipal, provincial or federal Acts and Regulations.
- 2.7 The City of Melfort Building Official is authorized to approve standard requests for relocation, provided they meet all requirements. At the discretion of the Building Official, questionable requests may be taken to City Council for approval.