

RURAL MUNICIPALITY OF WILLOWDALE NO. 153

BYLAW NO. 4/2023

A BYLAW RESPECTING BUILDINGS

“Building Bylaw”

The Council of the Rural Municipality of Willowdale No. 153 in the Province of Saskatchewan enacts as follows:

1. **Short Title**

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

2. **Purpose**

1. The purpose of this building 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 the Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority.

3. **Interpretation/Legislation**

1. Notwithstanding the definitions prescribed in this section for the purpose of administration and enforcement of this building bylaw, definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply to this building bylaw.
2. "**Act**" means *The Construction Codes Act*.
3. "**building official**" means a person who holds a building official license and appointed by the local authority to provide building official services.
4. "**competent person**" means a person who is recognized by the local authority as having:
 - a) a degree, certificate or professional designation necessary to design or review the design of a building; or
 - b) the knowledge, experience and training necessary to design or review the design of a building.
5. "**farm building**" means, subject to the regulations, a building that:
 - a) does not contain a residential occupancy;
 - b) is located on land used for an agricultural operation as defined in *The Agricultural 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 and feeds;
 - (iii) the housing and storage or maintenance of equipment or machinery associated with an agricultural operation; or
 - (iv) any other prescribed purpose.
6. "**local authority**" means the Rural Municipality of Willowdale No. 153.
7. "**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.
8. "**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.
9. "**occupancy certificate**" means a certificate issued with respect to the approved use or occupancy of a building.
10. "**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.
11. **"owner's representative"** means any person, company, employee or contractor who has authority to act on behalf of an owner.
 12. **"permit"** means written authorization issued by the local authority or its building official in the form of a building permit.
 13. **"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.
 14. **"regulations"** means *The Building Code Regulations* and *The Energy Code Regulations*.
 15. **"SAMA fee"** means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.
 16. **"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.
 17. **"work"** means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

4. Scope of the Bylaw

1. This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the Rural Municipality of Willowdale No. 153.

5. General

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 building official or the local authority pursuant to clause 16(11)(h) of the Act.
4. The owner or the owner's representative intending to construct a farm building exempt from this building bylaw, shall provide to the satisfaction of the local authority on the form provided by the local authority that the building satisfies the definition of farm building in this building bylaw.
5. 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.

6. Permit – Issuance

1. Every application for a permit for work shall be on the form provided by the local authority, and shall be accompanied by a minimum of three sets of plans and specifications of the proposed building and work.
2. Every permit application shall be reviewed and approved by the building official including plan review and approval.
3. If the work described in an application for a permit, to the best of the knowledge of the local authority or the building official, complies with the requirements of this building bylaw, the Act, or the regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority. In addition, one set of the approved 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 building or portion of the building 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 is 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.
 7. The permit fee shall be calculated in accordance with the Building Permit Fees Bylaw.
 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 building official or the local authority 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.
 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 section 11 of this building bylaw are given to the local authority and the building official 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 or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

7. Permits – Refusal to Issue

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 NEBC is not an architect or engineer;
 - 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 7(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 and administration.

8. Permits – Revocation

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 and work has not commenced;
 - b) if the permit was issued on mistaken, false or incorrect information;
 - c) if the permit was issued in error;
 - d) if, after six (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) 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 six (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 8(1) it shall provide written notice to the permit holder as to the reasons for the revocation.

9. Permits – Expiry

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 (24) months from date of issue;
 - b) six (6) months from date of issue if work has 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 (6) 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 in writing 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; or
 - 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.

10. Enforcement

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.

11. Notification

1. The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified in writing 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 in writing to the local authority of:
 - a) the date on which the owner or the owner's representative intends to commence the work; and
 - b) 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 in writing to the local authority of:
 - a) any change in, or termination of, the employment of a person or firm mentioned in clause 11(2)(b);
 - b) the owner or owner's representative's intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
 - c) the owner or the owner's representative's intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;
 - d) any proposed deviation from the plans approved and permitted by the local authority.
 - e) any construction undertaken that deviates from the plans approved and permitted by the local authority; and
 - f) the completion of work.
4. The owner or the owner's representative of a building under construction shall give notice in writing 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;
 - b) the owner's or owner's representative's 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 cause or has the potential to cause serious injury or loss of life:
 - a) the structural failure of a building or part of a building;
 - b) failure of any equipment, devices or appliance that is regulated by the Act or the regulations.
6. A report submitted pursuant to subsection 11(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.
- b) be submitted to the local authority within fifteen (15) days after the occurrence of the failure mentioned in clause 9(5)(a) or 9(5)(b).
7. On receipt of the report pursuant to subsection 11(5), the local authority may require the owner to do the following:
- a) provide any other information that the building official or local authority may consider necessary; and
 - b) complete any additional work as necessary to ensure compliance.

12. Special Conditions

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 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. The 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) an 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 12(1), 12(2) or 12(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 inspections 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. A real property report of the site prepared by a registered land surveyor shall be submitted by the owner or the owner's representative for the principal buildings and dwellings if required by the local authority. Failure to do so upon request may result in the issuance of a stop work order and additional fees.
8. 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.

13. Penalty

- 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.

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



Read a third time and adopted this
17th day of November, 2023

Larry Sippola

Reeve – Larry Sippola

Chrissy Bodnarchuk

Administrator – Chrissy Bodnarchuk

Certified a true copy of Bylaw No. 4/2023
Adopted by the Council of the R.M. of
Willowdale No. 153 on the 17th day of
November, 2023

Chrissy Bodnarchuk
Administrator



Form A, Bylaw 4/2023 - Building Permit Application

Registered Owner Information (include all owners listed on the property title)

Name	
Address	
Phone & Email	

General Contactor Information (a building owner can be identified as a self-contractor)

Company	company name if applicable
Project Contact	primary contact for project
Address	
Phone & Email	

Applicant Information (permit applicant can be an agent of the owner)

<input type="checkbox"/> Same as Registered Owner <input type="checkbox"/> Same as Contractor	
Name	
Address	
Phone & Email	

Permit Information

Project Location	civic address or legal description	
Project Description	written description of project	
Project type (check one)	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition, Alteration, Erection, Placement, Repair or Renovation to Existing Building <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Relocation of an Existing Building <input type="checkbox"/> Demolition or Removal of an Existing Building <input type="checkbox"/> Use, occupancy or change of occupancy	
Property Type	<input type="checkbox"/> Residential <input type="checkbox"/> Multi-unit Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	
Attached	Code analysis <input type="checkbox"/> Yes <input type="checkbox"/> No Construction Plans and Specifications <input type="checkbox"/> Yes <input type="checkbox"/> No Approval to Construct – Public Health <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Area and Height	area in square meters	height in storeys
Value of Construction	\$	

Start Date		Estimated Completion Date	
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Declaration by Applicant

I hereby declare that the above statements contained within this application and attached drawings are true and correct. I agree that where required, a Development Permit must be issued in order for the Building Permit to be valid. Neither document relieves the owner, the applicant, or the owner's representative from complying with all local authority bylaws and/or Provincial and Federal acts and regulations including the National Building Code (NBC) and the National Energy Code for Buildings (NECB) and the National Plumbing Code (NPC), and that it is my responsibility to ensure compliance with such legislation, regulations, bylaws and codes regardless of any plan review or inspections that may or may not be carried out by the building official or local authority. I agree that no construction shall commence without proper permits and approvals.

Name	
Signature	
Date	

Notes:

CODE ANALYSIS - provides detailed information on provision of the NBC, NECB or NPC that apply to the specific project demonstrating design and construction is intended to meet minimum requirements.

VALUE OF CONSTRUCTION - is the total cost 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.

BUILDING AEA - means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.

BUILDING HEIGHT - (in storeys) means the number of storeys contained between the roof and the floor of the first storey.

Drawings must be submitted with the completed building permit application and should include:

- Owner's name, project name and date.
- Be drawn to scale (1:50 or 1/4" = 1' or to suit) and the scale should be noted.
- Be blackline or blue-line prints on good quality paper.
- Have legible letters and dimensions that can be read from the bottom right-hand side of the page.
- If a professional design is required, be marked with the architect's or engineer's stamp and signature.
- Clearly show the locations of existing and new construction for additions, alterations and renovations.

The required drawings are listed below. Information typically shown on these drawings is listed, but other information must be added as necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

SITE PLAN – legal description of building location (and civic address, if available); size of site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage.

FOUNDATION PLAN – overall size of foundation; size and location of footings, pilings, foundation walls; size and location of opening for doors, windows; foundation drainage.

FLOOR PLAN – size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.

STRUCTURAL PLANS – size, material and location of: columns, beams, joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details.

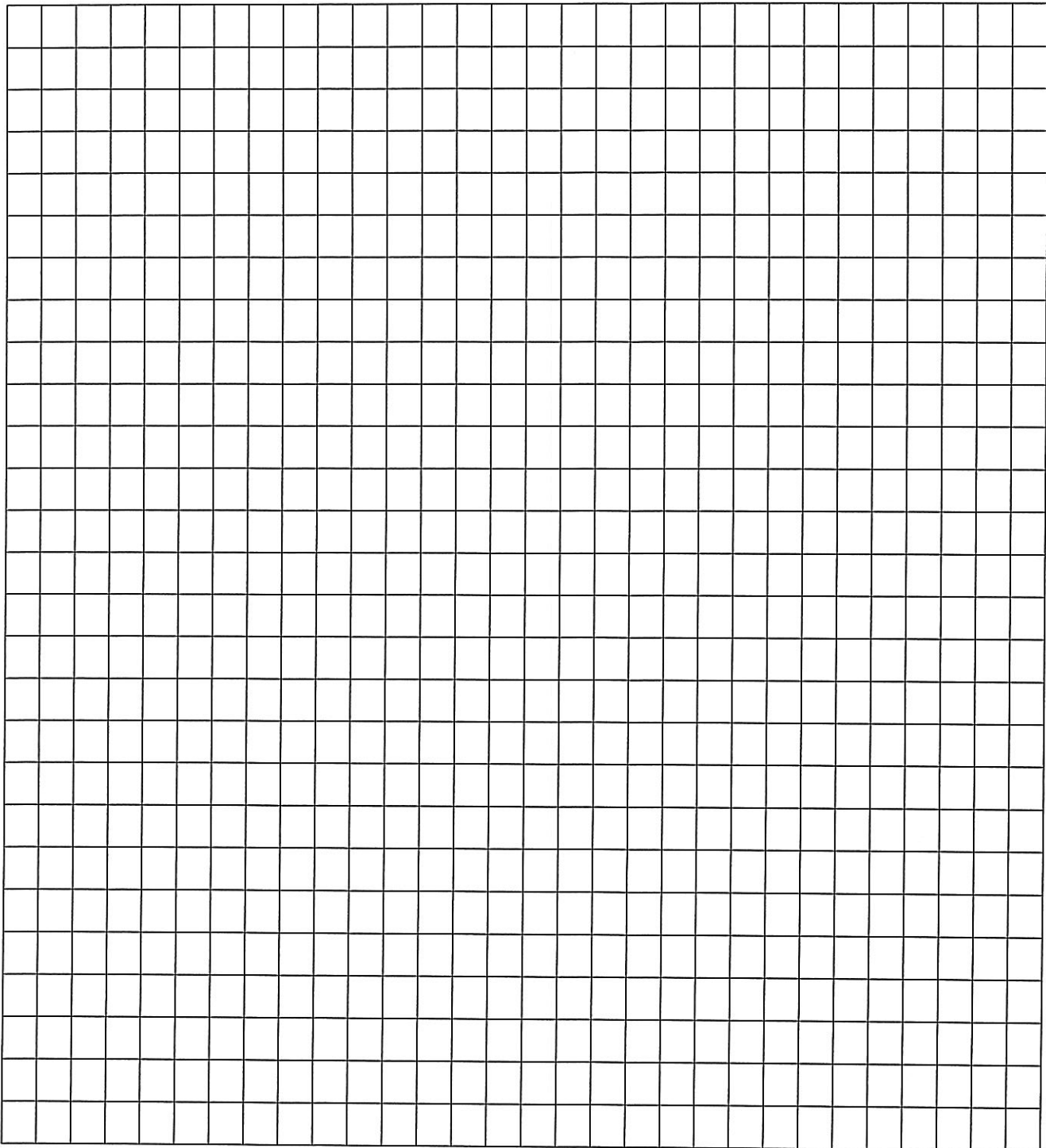
ELEVATIONS – views of all sides of the building; height of finished grade; exterior finishing materials; size and locations of doors, windows; location of chimneys.

CROSS-SECTIONS AND DETAILS – cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapour protection; insulation.

MECHANICAL PLANS – description and location of heating, ventilating and air conditioning equipment; size and location of ductwork; location of fire dampeners; location of plumbing fixtures and piping; size and location of sprinkler system equipment.

ELECTRICAL PLANS – type and location of lighting; electric panels; fire alarm systems; location of exit lights; emergency lighting.

Site Plan



Site plan of proposed development that shows:

- Dimensions and locations of existing and proposed buildings;
- Boundaries of the parcel including approximate dimensions;
- Setbacks to property lines, roads, services and existing buildings;
- All adjacent roads, highways, services roads and access to the site;
- Right-of-ways and easements (gas, oil, power, drainage easements, etc.)
- All Drainage courses;
- Landscaping details (existing trees, removal of trees, proposed plantings, berming, water feature, etc.); and
- Location of existing and proposed utilities and services.

For Office Use Only

Tax Roll Number	
Permit Fees	

Form B, Bylaw 4/2023 - Building Permit

Permit Information

Permit Number		
Project Description	written description of project	
Project Location	civic address or legal description	
Permit Application Date		
Building Area and Height	area in square meters	height in storeys
Major Occupancy	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3 <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3	
Code Application	<input type="checkbox"/> Part 3 <input type="checkbox"/> Part 9 <input type="checkbox"/> NECB <input type="checkbox"/> Section 9.36	
Estimated Value of Construction	\$	
Permit Fees	\$	

Applicant

Company		
Project Contact		
Address		
Phone and Email		

Permit Requirements

Insert or reference here and attach: <ul style="list-style-type: none"> ◦ Code Analysis ◦ Plan review report ◦ Points of construction where it is necessary to advise the local authority ◦ Required field inspection of construction ◦ Other instructions 	
Building Official	
Approval Signature	
Issue Date	
*Permit Expiry Date	

Notes:

“major occupancy” means

- A1 - Assembly occupancies intended for the production and viewing of the performing arts
- A2 - Assembly occupancies not elsewhere classified in Group A
- A3 - Assembly occupancies of the arena type
- A4 - Assembly occupancies in which the occupants are gathered in the open air
- B1 - Detention occupancies in which persons are under restraint or are incapable of evacuating to a safe location without the assistance of another person because of security measures not under their control
- B2 - Treatment occupancies
- B3 - Care occupancies
- C - Residential occupancies
- D - Business and personal services occupancies
- E - Mercantile occupancies
- F1 - High-hazard industrial occupancies
- F2 - Medium-hazard industrial occupancies
- F3 - Low-hazard industrial occupancies

Part 3 applies to all buildings more than three storeys in building height or more than 600m² in building area and some smaller buildings that have Group A, Group B or Group F, Division 1 major occupancies.

Part 9 applies to buildings three storeys or less in building height and 600m² or less in building area with Group C, Group D, Group E and Group F, Divisions 2 and 3 major occupancies.

NECB means the National Energy Code for Buildings and applies to buildings defined in the Building Code Regulations.

Section 9.36 means the portion of the National Building Code of Canada that applies energy efficiency standards to buildings defined in the Building Code Regulations.

Where permit requirements are attached, they become part of the approved building permit.

Permit fees are calculated from a fee bylaw adopted pursuant to subsection 17(3) of the CC Act.

Building 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 building official.

Any deviation, omission or revision to the approved application requires approval of the local authority or building official.