



CHESTERMERE

Policy Name: Safety Codes Permit and Inspection Policy

Policy Number: 328

Effective Date:	Approved By:
November 2025	Chief Administrative Officer
Policies Amended / Rescinded:	Policy Type:
Bylaw #024-16 – City of Chestermere, "Building, H.V.A.C., Plumbing, Gas and Electrical Permit Bylaw	Development Services

I. Purpose

1. The City of Chestermere is responsible for administering the *Safety Codes Act* through its municipal accreditation that has been granted by the Safety Codes Council of Alberta. This Policy outlines the applicable legislation, regulations, Codes, standards and procedures required to maintain our accreditation status and enable the construction of safe structures for occupancy within the City of Chestermere.

II. Definitions

1. In this Policy, words and phrases which are specifically defined in the *Act*, and *Regulations* under the *Act*, shall bear the meaning expressed in the *Act*. Words and phrases which are not so defined shall have the meanings which are commonly assigned to them in the context in which they are used in this Policy; considering the specialized use of terms within the various trades and professions to which the terminology applies.
 - a. “*Act*” means the *Safety Codes Act*, R.S.A. 2000, c. S-1;



CHESTERMERE

- b. **“Building Permit Placard”** is an identification card issued to notify the owner and the public that a building permit has been approved and issued for a building;
- c. **“City”** means the of the City of Chestermere, in the Province of Alberta, or the area contained within the boundary thereof, according to the context in which the word is used;
- d. **“Codes”** collectively refers to those Codes declared in force by the Regulations passed pursuant to the *Safety Codes Act* in respect to buildings, electrical systems, plumbing systems and gas systems;
- e. **“Estimated Construction Cost”** means the total cost of construction and finishing the building, including Site services, but excluding furniture and office equipment;
- f. **“Homeowner”** means a person who resides or who intends to reside in a single-family residential dwelling;
- g. **“Occupancy Certificate”** is a certificate identifying a building as ready for occupancy for which a building permit was issued. Certificates may be issued once the City has deemed all applicable approvals satisfactory and compliant with the *Act*.
- h. **“Officer”** means a safety Codes Officer appointed pursuant to section 31 of the *Act*, who is employed by the City of Chestermere;
- i. **“Permit Regulation”** refers to the *Permit Regulation AR 204/2007*;
- j. **“Quality Management System”** means one or more of the Quality Management Plans for the disciplines of Building, Electrical, Gas and Plumbing, as approved by an Administrator, and as amended from time to time; and
- k. **“Site”** means the physical location of the work that is the subject of the permit.



CHESTERMERE

2. All definitions contained in the *Act*, *the Permit Regulation* and the Codes apply to this Policy.

III. Scope

1. This Policy applies to the:
 - a. construction or demolition of any building, including the installation of:
 - i. mechanical systems;
 - ii. electrical systems;
 - iii. gas systems;
 - iv. plumbing systems, including private sewage disposal systems; and
 - v. the occupancy of buildings; within the City of Chestermere.
2. This Policy applies to the enforcement and monitoring of construction activities and behaviors' that are an offence and a continuing offence.

IV. Policy

1. Fees

- a. The fees for each permit shall be submitted at the time of application and shall be calculated using Policy #643, being the City of Chestermere Service Fee Schedule and no permit shall be issued until fees have been paid in full.
- b. Other fees related to the permit, such as, permit extension, permit revisions, permit cancellation, administrative fees, additional inspection, including penalties shall be calculated using Policy #643, being the City of Chestermere Service Fee Schedule.
- c. Fees payable under this Policy shall be as prescribed for Safety Codes Permitting in the City of Chestermere Policy #643 Service Fee Schedule.



CHESTERMERE

2. Permit Applications and Issuance

- a. Development Services will provide compliance monitoring services through permits and inspections in compliance with:
 - i. *Safety Codes Act RSA 2000 Chapter S-1;*
 - ii. *Permit Regulation 204/2007;*
 - iii. *City of Chestermere Quality Management Plan;* and
 - iv. Policy #328, being the Safety Codes Permit and Inspection Policy.

3. Prohibition

- a. No person shall use, occupy, relocate, construct, demolish, install, alter, or repair any building, any lot grading, special event, electrical, gas or plumbing equipment or system located in a building or on any premises, unless there is a valid and subsisting permit. The permit shall be posted visible from the street.
- b. No building is to be relocated within the City or moved into the City from outside the City until a permit authorizing the relocation has been issued. It is the responsibility of the owner or the person responsible for the relocation to ensure that an Officer is notified of the proposed relocation and that the necessary building permit has been obtained prior to the relocation.

4. Occupancy Certificate

- a. An Occupancy Certificate may be issued by an Officer if the building does not contravene the provisions of the Act, and if a request has been made by the permit holder.
- b. No building shall be occupied until occupancy has been granted in writing by an Officer.
- c. An Occupancy Certificate cannot be issued until all non-compliances noted on prior inspection reports have been corrected.
- d. Partial Occupancy may be granted by an Officer with a written request and sufficient notice; partial occupancy will be subject to compliance with



CHESTERMERE

provisions to safeguard persons in or about the project.

5. Offence

- a. Any person who contravenes this Policy is guilty of an offence and is liable, to the specified penalty as set out in Policy #643, being the *Service Fee Schedule*.

6. Continuing Offence

- a. In the case of a contravention that is continuing in nature, each day or part of a day will constitute an offence. A person guilty of such an offence is liable to a fine in accordance with Policy #643, being the *Service Fee Schedule*.
- b. Further, any subsequent permit applications may be suspended until the permit holder has demonstrated compliance and competency to the City.
- c. At the request of the Officer, as a result of outstanding fees or fines, the permit holders Business License may be suspended by a Community Peace Officer.

V. Responsibilities

1. The City of Chestermere has been designated as an accredited municipality by the Safety Codes Council of Alberta to administer and enforce the *Safety Codes Act*, R.S.A. 2000, c. S-1, and the Codes established pursuant to the Act.
2. The City issues permits pursuant to the *Act* and the *Permit Regulation, AR 204/2007*.



X

Chief Administrative Officer, Kent Edney



CHESTERMERE

Last Review Date: November, 2025

Next Review Date: November, 2029

Revision History (Completed by Legislative Services):		
Bylaw/Policy Title	Date Approved	Resolution Number
Bylaw #024-16 - City of Chestermere, "Building, H.V.A.C., Plumbing, Gas and Electrical Permit Bylaw	March 6, 2017	3.019.306.17 088-17