

CITY OF CHESTERMERE

PROVINCE OF ALBERTA

BYLAW #024-16

Being a Bylaw of the City of Chestermere, in the Province of Alberta, to provide for the regulation and control of the form, content and cost of permits for the use, occupancy, relocation, construction, demolition, installation, alteration, repair, removal or change in occupancy of buildings or building, special events, lot grading, electrical, plumbing and gas equipment and systems.

WHEREAS the *Safety Codes Act* S.A. 1991, c. S-0.5, provides that a municipality with any power and duties relating to matters under the *Safety Codes Act* is deemed to be an accredited municipality with those powers and duties;

AND WHEREAS the *Safety Codes Act* provides that the Minister may by Order designate any local authority as an accredited municipality authorized to administer all or part of the *Safety Codes Act* within its respective municipality;

AND WHEREAS the Minister delegated authority to the Safety Codes Council to designate any local authority as an accredited municipality pursuant to Section 26(1) of the *Safety Codes Act*;

AND WHEREAS the Safety Codes Council, by Order dated December 11, 1995 designated the City of Chestermere as an accredited municipality in building discipline;

AND WHEREAS the Safety Codes Council, by Order dated November 18, 1996 designated the City of Chestermere as an accredited municipality in plumbing, gas and electrical disciplines; and,

AND WHEREAS if a local authority is accredited, it is authorized by Section 66 of the *Safety Codes Act* to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Act, and respecting the carrying out of its powers and duties as an accredited municipality including:

- (a) Providing for issuance of permits;
- (b) Prescribing the fee to be charged for the issuance of permits;
- (c) Providing for the form and content of permits for the use, occupancy, relocation, construction, demolition, installation, alteration, repair, removal or change in occupancy of buildings or building, special events, lot grading, electrical, plumbing and gas equipment and systems; and,
- (d) Prohibiting the commencement by any person of the use, occupancy, relocation, construction, demolition, installation, alteration, repair, removal or change in

occupancy of buildings or building, special events, lot grading, electrical, plumbing and gas equipment and systems, unless that person is authorized by a permit to do so.

NOW THEREFORE the Municipal Council of the City of Chestermere, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Title

This bylaw shall be known as the “City of Chestermere, “Building, H.V.A.C., Plumbing, Gas and Electrical Permit Bylaw.”

2. Definitions

All definitions contained in the *Safety Codes Act* shall apply to the Bylaw except to the extent that they are inconsistent with the definitions of words and expressions as set out in this Bylaw, and in the case of such inconsistency, the definitions set out in this Bylaw shall apply.

In this Bylaw:

- 2.1 “**Act**” means the *Safety Codes Act*, as amended from time to time and Regulations made under the *Safety Codes Act* as amended from time to time.
- 2.2 “**Addition**” means a series of planned changes and updates made to an existing building or structure.
- 2.3 “**Alteration**” means a series of planned changes and updates made to an existing building or structure that maintains the size of the existing building or structure and includes but is not limited to:
 - (a) construction of, cutting into, or removal of a wall, partition, column, beam, joist or floor within the existing building or structure.
 - (b) a change to, or closing of, any means of access (windows and doors); and
 - (c) a change to the cladding, trim or roof.
- 2.4 “**Applicant**” means the owner of a building or property or representative authorized in writing by the owner who applies for a permit
- 2.5 “**Authority Having Jurisdiction**” (AHJ) means an Officer in the applicable discipline exercising authority pursuant to designation of powers and terms of employment as defined in the *Act*.

- 2.6 “**Basement**” means any storey or stories of a building located below the first storey.
- 2.7 “**Barrier-Free Design**” means the absence of obstacles in an environment, therefore allowing persons with physical mental or sensory disabilities safer and easier access into buildings and then use of those buildings and related facilities and services.
- 2.8 “**Building**” means any structure used or intended for supporting or sheltering any use or occupancy.
- 2.9 “**City**” means the municipal corporation of the City of Chestermere, or the area contained within the boundary thereof, according to the context in which the word is used.
- 2.10 “**Codes**” refers collectively to those codes declared in force by the Regulations passed pursuant to the *Safety Codes Act* in respect of buildings, electrical systems, plumbing systems and gas systems.
- 2.11 “**Commercial**” means a building or structure used for or intended to be used for, in whole or in part, commercial, industrial or institutional purpose, or a multifamily residential building containing four (4) or more dwelling units.
- 2.12 “**Contractor**” means a person who contracts with an owner to undertake a project, and includes an owner who contracts with more than one (1) person for the work on a project or undertakes the work on a project or any part thereof.
- 2.13 “**Cost of Construction**” (**C.C.**) means expense incurred by a contractor for labour, material, equipment, services, utilities, etc.
- 2.14 “**Construction Waiver**” means a document produced by the City and signed by the Building Contractor to accept all liability in the event of a fire in a subdivision where there hasn’t been a successful hydrant flow test.
- 2.15 “**Deck**” means a structure, which is constructed with a floor posts and beams above grade.
- 2.16 “**Demolition**” means a permit authorizing the demolition, or partial demolition, of a building structure.
- 2.17 “**Do Not Occupy Notice**” means a directive by an Officer to the Owner to prohibit the occupancy of a building

- 2.18 **“Duplex”** means a building that is divided horizontally into two (2) separate dwelling units, each of which has independent utilities, independent entrance either leading directly to the outside or through a common vestibule.
- 2.19 **“Dwelling Unit”** and **“Dwelling”** means one (1) or more habitable rooms when such room or rooms together contain only one (1) set of cooking facilities, to be used for living and sleeping purposes for one (1) household as functioning set of living quarters, and which has a private entrance either from the outside or through a common vestibule.
- 2.20 **“Electrician”** means an Electrician who, as a permanent employee, performs electrical installation exclusively in business premises of his employer.
- 2.21 **“Estimated Construction Cost”** is the total cost of construction and finishing the building including site services but excluding furniture and office equipment.
- 2.22 **“Floor Area”** means the area (interior wall to interior wall) of the upper most storey having its floor level at or above grade and any storey above.
- 2.23 **“Garage”** means a building which is designed or used for the sheltering of motor vehicles and the storage of household goods incidental to the residential use of the dwelling.
- 2.24 **“Green Built Incentives”** means an incentive program set up to waive permit fees for the installation of one (1) of the methods outlined in Schedule “F” of this Bylaw.
- 2.25 **“Hydronic System”** means heating or cooling system that transfers heat by circulating a fluid (usually water or glycol mix) through a closed system of pipes.
- 2.26 **“Low-Flow Plumbing Fixtures”** means toilets with a capacity of not more than 6 litres per flush, shower head fixtures with a flow of not more than 9.5 litres per minute and basin and sink faucets with a flow of not more than 8.3 litres per minute.
- 2.27 **“Manufactured/Modular Home”** means a factory-constructed, detached dwelling unit readily relocatable as a single unit or in modules.
- 2.28 **“Manufactured/Modular Structures”** means a factory-constructed units readily relocatable as a single unit or modules.

- 2.29 **“Master Electrician”** means a person who is the holder of a Master Electrician Certificate issued by the Board of Certification.
- 2.30 **“Minor Electrical Work”** means electrical work which does not exceed a total cost of Two Hundred Dollars (\$200.00), including materials and labour.
- 2.31 **“Multi-Family”** means a building which contains four (4) or more units intended for residential occupancy.
- 2.32 **“New Home Warranty”** means the *New Home Buyer Protection Act*, requiring builders to provide home warranty coverage for all new homes built in the province.
- 2.33 **“Occupancy”** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.
- 2.34 **“Occupancy Certificate”** means a certificate authorizing the occupancy of a building for which a building permit was issued. Certificate issued once all inspections passed with a Permit Service Report.
- 2.35 **“Order”** means a directive by an Officer to an owner to cease work or occupancy on/in a building or structure.
- 2.36 **“Officer”** means a person appointed as a Safety Codes Officer under the *Safety Codes Act*.
- 2.37 **“Owner”** means any person in charge, or who has care and control, or holds themselves out as having the powers and authority of ownership, or who for the time being exercises the powers and authority of ownership.
- 2.38 **“Peace Officer”** means a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer or Community Peace Officer of the City.
- 2.39 **“Permit”** means a permit issued pursuant to the Bylaw.
- 2.40 **“Permit Fee”** means a fee payable for a permit as defined in Schedules “A” or “B”.
- 2.41 **“Permit Issuer”** means a person designated under the *Act* to issue permits.
- 2.42 **“Permit Service Report”** means a report which remains on file as a record of compliance or noncompliance with the provisions of the *Act*, Regulations Code and Standards.

- 2.43 **“Person”** means a natural person or a body corporate and includes a partnership, a group of person acting in concert, an association, or a band as defined in The Indian Act (Canada).
- 2.44 **“Prevailing Market Value”** means the prevailing price at which something can be constructed on a given market. Prevailing Market Value will be set at \$180.00/square foot for the purpose of this Bylaw.
- 2.45 **“Project”** means any construction, demolition, installation, special event, and alteration or repair operation.
- 2.46 **“Registered Professional”** means:
- (a) a person who is registered or licensed to practice as an architect under the *Architects Act*, or
 - (b) a person who is registered or licensed to practice as a professional engineer under the *Engineering and Geoscience Professions Act*.
- 2.47 **“Retaining Wall”** means a wall supporting and confining a mass of earth.
- 2.48 **“Residential”** means a building not more than three (3) storeys in height, not more than 600m² in area.
- 2.49 **“Secondary Suite”** means a second self-contained, dwelling unit that is located within a primary dwelling unit, where both dwelling units are registered under the same parcel of land.
- 2.50 **“Semi-Detached”** means a building that is divided vertically into (2) separate dwelling units, each of which has independent utilities, independent entrance either leading directly to the outside of through a common vestibule.
- 2.51 **“Single Family Dwelling”** means a house used or intended to be used by one or more persons and contains cooking, eating, living, sleeping and sanitary facilities.
- 2.52 **“Site”** means the physical location of the work that is the subject of a permit.
- 2.53 **“Solar Panel”** means a panel designed to absorb the sun’s rays as a source of energy for generating electricity or heating.
- 2.54 **“Solid Fuel Burning Appliance”** means all solid fuel (wood, coal, etc.) burning appliances including stoves, factory made fireplaces (natural gas not included).

- 2.55 **“Spice Kitchen”** means a second kitchen next to the main kitchen in a dwelling unit.
- 2.56 **“Temporary Building Permit”** means for a public use which requires a development and building permit.
- 2.57 **“Temporary Heat Permit”** means a gas permit required to supply temporary heat during construction.
- 2.58 **“Temporary Plumbing Permit”** means a plumbing permit required to supply temporary plumbing during construction.
- 2.59 **“Temporary Power Permit”** means an electrical permit required to supply temporary power during construction.
- 2.60 **“Temporary Stage”** means a temporary platform constructed to support loads.
- 2.61 **“Temporary Tent”** means a temporary structure composed of a covering made of a pliable membrane or fabric, supported by such mechanical means as poles, metal frames, ropes or cables and anchored in such a manner to reduce uplift, also known as a special event.
- 2.62 **“Verification of Compliance (VOC)”** means that reasonable assurance is provided from a third party that work complies for the follow ups on minor deficiencies and only at an Officers discretion.

3. Scope

- 3.1 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 3.2 Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- 3.3 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.
- 3.4 All the schedules attached to this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw. The fees are continuously reviewed and updated; Please contact the City of Chestermere for the most up-to-date Service Fee Schedule.

- 3.5 This bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- 3.6 The provisions of this Bylaw shall apply to the issuance of Permits respecting the use, occupancy, relocation, construction, demolition, installation, alteration, repair, removal, or change in occupancy of buildings or building, special events, lot grading, electrical and plumbing and gas equipment and systems regulated by the Act or by the Code within the City of Chestermere.

4. Safety Codes Officer's Power and Duties

- 4.1 An Officer may exercise the powers and duties of a Safety Codes Officer only in accordance with the designation under the Act and the City of Chestermere's Uniform Quality Management Plan.
- 4.2 An Officer is hereby authorized to enforce the provisions of this Bylaw, the Act and Regulations passed thereunder.
- 4.3 An Officer shall keep an accurate account of all Permits issued and all fees and other monies collected and received under this Bylaw.

5. Prohibition

- 5.1 No person shall use, occupy, relocate, construct, demolish, install, alter, or repair any building or 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 in a conspicuous location.
- 5.2 The issuance or granting of a Permit or the examination of plans and specifications shall not be construed to be permission for, or an approval of, any violation of any of the provisions of any other Act. No Permit presuming to give authority to violate or cancel the provisions of any other Act shall be valid except in so far as the work or use, which it authorizes, is lawful.
- 5.3 No building is to be relocated within the City or moved into the City from outside the City until and unless 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.

6. Form of Permit Applications

- 6.1 Unless otherwise stated in this Bylaw, to obtain a Permit, an Applicant shall file an application in writing in the form prescribed by the City of Chestermere and available from the Officer, in addition; every application shall:
- (a) Identify and describe in detail the project and/or occupancy to be covered in the Permit for which application is made;
 - (b) Be accompanied by plans, specifications and documents as required in Section 9 of this Bylaw;
 - (c) State the valuation of the proposed work;
 - (d) State, as applicable, the names, addresses, email and telephone numbers of the owner, registered Architect, professional Engineer or other Designer or Constructor,
 - (e) Be signed by the Applicant or his authorized agent, who shall submit evidence to indicate such authority;
 - (f) Be accompanied by the Permit fee calculated in accordance with Schedule "A" or "B" of this Bylaw; and
 - (g) Give such other information as may be required by the Act or by an Officer.
- 6.2 Permits can be transferable only by the original applicant. Otherwise the permit is non-transferable.
- 6.3 A Permit for the installation of an electrical system or electrical equipment that is issued to a homeowner for his residential premises is subject to the limitations prescribed by the Regulations under the Act and, unless the homeowner holds a certificate as a journeyman or Master Electrician, shall be limited to a maximum of 100 amp services.
- 6.4 Subject to the Regulations under the Act regarding buildings, a Permit shall not be required for construction of a building or part thereof, where, in the opinion of an Officer, the construction will not affect the structure, health and safety of the occupants, and Estimated Construction Cost is less than Five Thousand Dollars (\$5,000) or unless otherwise stated in this Bylaw.
- 6.5 Subject to the Regulations under the Act regarding electrical, plumbing and gas systems, a Permit shall not be required for construction, installation and renovation of electrical, plumbing and gas equipment or

system where, in the opinion of an Officer, the structure, health, and safety of the occupants will not be affected.

6.6 A Permit shall not be required for the following:

- (a) carpets, tiling, painting or decorating if such work will not create any structural hazard, health or unsafe condition in or about the project;
- (b) parking pads not supporting a garage or carport;
- (c) driveways (gravel or paved)

7. Permit Holder Regulation

7.1 Building Discipline Permit Holder:

(a) A permit issuer may issue permit in the building discipline to the following:

(i) a person having the appropriate certification to carry out the undertaking as required by the *Apprenticeship and Industry Training Act*;

(ii) an owner who resides or intends to reside in a single family dwelling for the installation of building systems in the dwelling; or

(iii) an owner's agent.

7.2 Gas Discipline Permit Holder:

(a) A permit issuer may issue a permit in the gas discipline to the following:

(i) a gasfitter;

(ii) an owner who resides or intends to reside in a single family dwelling if the gas system serves the dwelling.

7.3 Plumbing Permit Holder:

(a) A permit issuer may issue a permit in the plumbing discipline to the following:

(i) a plumber;

(ii) an owner who resides or intends to reside in a single family dwelling if the plumbing system serves the dwelling.

7.4 Electrical Permit Holder:

(a) A permit issuer may issue a permit in the electrical discipline to the following:

(i) a master electrician for any electrical system within the scope of the master electrician's certification;

(ii) an owner who resides or intends to reside in a single family dwelling where the electrical system serves that dwelling.

8. Building Permit Preliminaries

8.1 **Development Permit:** Despite any other provision of this Bylaw a development permit must be reviewed and/or issued, prior to Building Permit issuance, where such permit is required by the current Land Use Bylaw.

8.2 **Business License:** Despite any other provision of this Bylaw, contractors shall have and issued, valid business license to operate in the City of Chestermere prior to submitting for a Building or Subtrade Permit.

8.3 **Lot Grading Plan:** When required, a Lot Grading Plan must be approved prior to Building Permit issuance.

8.4 **New Home Warranty:** When required, New Home Warranty, or proof of exemption thereof, must be approved prior to Building Permit Issuance.

9. Plans and Specifications

9.1 Except when otherwise permitted by an Officer, with each application for a Permit, three (3) sets of plans, drawings and specifications shall be submitted to the City of Chestermere.

9.2 Plans and specifications for a building Permit shall show the proposed occupancy of all parts of the building.

9.3 Plans and specifications shall be drawn to scale upon substantial paper or other acceptable material and shall be of sufficient clarity to indicate the nature and extent of the work proposed and to show in detail that it will conform to the provisions of the Act, all Provincial and Federal laws and Regulations, all City Bylaws and applicable Codes.

- 9.4 Each set of plans shall state the building or premises address, the name and address of the owner of the building or premises, a name and address of the person who prepared the plans and when an agent represents the owner, the name and address of the agent.
- 9.5 Each set of plans shall include a Site/Plot plan showing the actual dimensions (metric) of the lot or property, the location of any Utility Right-of-Way or other encumbrance affecting the property and the location of the proposed work in relation to the lot or lots or property lines.
- 9.6 If requested by an Officer, the Applicant shall submit an up to date Real Property Report (survey) by a registered Alberta Land Surveyor showing the information required by Subsection 9.3 and 9.5.
- 9.7 Upon the request of an Officer, test results, computations and all other evidence as deemed necessary shall be submitted by the Applicant to an officer to show that the work will comply with the Act, any Regulations thereunder and the applicable Codes.
- 9.8 Upon completion of the construction of a building, an Officer may require a set of as-built plans with all changes approved by the Officer, including a Site/Plot Plan of Survey showing its location.
- 9.9 An Officer shall keep copies of all applications received, Permit and orders issued, inspection and tests made, and of all paper and documents connected with the administration of the Act, any Regulations thereunder, or any Codes referenced in this Bylaw.
- 9.10 Plans and specifications may be submitted for examination to other Departments of the City or the Province to check for compliance with orders, Regulations or Bylaws under their administration or jurisdiction.
- 9.11 Following examination of plans and specifications, an Officer shall stamp or write on all sets of plans and specification "EXAMINED" and the date including the Officer name and Designation of Powers number. Such examined plans and specifications shall not be changed, modified or altered without permission from an Officer.
- 9.12 Two sets of examined plans and specifications shall be retained by the City.
- 9.13 The Applicant shall keep a complete set of examined drawings at the site at all times during which the work is in progress and the examined drawings shall be made available to an Officer upon request.

10. Low-Flow Plumbing Fixtures

- 10.1 All Plumbing Permits for the installation of toilets, shower heads and/or basin and sink faucets in new residential, commercial, industrial or institutional construction shall demonstrate on plans, drawings and specifications the use of low-flow fixtures to the satisfaction of an Officer.
- 10.2 This section is not applicable to shower and/or faucet units installed solely for safety/emergency purposes, including but not limited to emergency safety showers and face/eyewash stations.

11. Issuance of Permits

- 11.1 If an Officer is satisfied that the work described in an application for a Permit is in accordance with the provisions of the act, the applicable Regulations and Codes, the provisions of this Bylaw and the fees specified in Schedule "A" and "B" have been paid, a Permit shall be issued to the Applicant, with or without conditions.
- 11.2 The owner shall not deviate, or authorize a deviation, from the requirements of the conditions of the Permit without first obtaining permission in writing to do so from an Officer.
- 11.3 An Officer may allow a partial permit, at the risk of the owner, with conditions if necessary to ensure conformance with the Alberta Building Code, the owner to proceed with excavation or construction of part of a building before the plans of the entire building have been submitted and examined.
- 11.4 If an Officer allows excavation or construction of part of a building under Subsection 11.3, the owner shall submit complete plans and specifications for the work, which he is being allowed to carry out.
- 11.5 If an owner proceeds to excavate or construct part of a building under Subsection 11.3 and 11.4, he proceeds without assurance that the excavation or construction of other parts of the building will be allowed.

12. Inspections

- 12.1 During construction, until all Final Inspections are complete, permit placard must be posted on site, and visible from the street.
- 12.2 At the time of inspection the following Building permit documents shall be onsite:
 - (a) plans stamped "EXAMINED";

- (b) engineer floor joist layout;
- (c) engineer roof truss layout; and
- (d) permit conditions

- 12.3 All work related to an inspection booked, must be complete and ready for date of inspection.
- 12.4 Adequate site access required to complete inspections. Sites must be clean, safe, and complete with secured ladders, hand railing, guards or stairs.
- 12.5 Receiving an inspection with failure to meet any of the above requirements, will result in a "FAILED", "NOT READY", or "NO ENTRY" inspection, subject to the Fees as defined in Schedule "D".

13. Occupancy Permit

- 13.1 An occupancy permit may be issued by the Officer if the building does not contravene the provisions of the Act, and if a request has been made by applicant.
- 13.2 No building shall be occupied unless and until an occupancy permit has been issued in writing by the Officer.
- 13.3 An occupancy permit cannot be issued until all deficiencies noted on prior inspection reports have been corrected.
- 13.4 Partial Occupancy may be issued by the Officer only when there are minor deficiencies.

14. Construction on, over, or under Municipal Property

- 14.1 Authorization may be granted by the Local Authority subject to such regulations and charges as may be determined by the Local Authority.
- 14.2 Where any public property is damaged during construction or relocation of a building, the owner shall be liable to the Local Authority for damages so caused if any such damage becomes apparent within one year after completion of the work. The owner shall pay on demand to the Local Authority the cost of having the said public property repaired to the satisfaction of the Local Authority.

15. Temporary Buildings

- 15.1 No person shall erect a temporary building without first obtaining a permit.
- 15.2 A temporary building shall not exceed one storey in height and shall not have a basement or cellar.
- 15.3 A permit for a temporary building may be for a period of one year. However, the permit may be renewed subject to the approval of the Officer.
- 15.4 The temporary building shall be properly maintained by the owner and shall be immediately removed upon expiration of the permit.
- 15.5 Temporary buildings to be used in connection with the construction work may be erected without a permit but shall be removed by the owner immediately upon completion of said work.

16. Removal/Relocation of Buildings

- 16.1 No person shall move a building, or any part of a building, to any site within the corporate limits of the City of Chestermere unless and until the owner has:
 - (a) obtained a permit from the Officer; and
 - (b) obtained the necessary permits for the siting and/or renovations of the building to be moved.
- 16.2 A relocation permit shall not be issued to other than an authorized moving contractor; unless:
 - (a) the owner is moving his own building; and
 - (b) the building does not exceed:
 - (i) 2.44 meters in width (8 ft.)
 - (ii) 2.44 meters in length (8 ft.)
 - (iii) 3.00 meters in height (10 ft.)
- 16.3 No person shall move a building unless a written statement of ownership has been produced for the Officer before a relocation permit is issued.

16.4 The owner of a building to be moved shall be responsible for obtaining the necessary approval from, but not limited to, the following Municipal and/or Provincial Departments or such others that may be effected by the move:

(a) Transportation Services

(b) Fire Department

(c) Police Department

(d) Telus

(e) Utilities

(f) Natural Gas

(g) Local Cable Services

17. Non-issuance, Expiration & Extension of Permits

Unless otherwise specified in this Bylaw:

17.1 Plans submitted for examination, for which no Permit is issued and on which no action is taken by the Applicant for ninety (90) days may be destroyed.

17.2 Every Permit issued by an Officer shall expire and become null and void if the work authorized by the Permit is suspended or abandoned, or deemed to be abandoned by the Officer for a period of one hundred and twenty (120) days at any time after the work has commenced.

17.3 A Permit shall expire after one (1) year, with an option of extension in conformance with Section 17.4 of this Bylaw.

17.4 An Officer may grant an extension to a Permit before the Permit has expired. A request for an extension shall be made by way of written request from the Applicant. The permit extension will be based on the information provided to the Officer and the length of extension will be determined by the Officer, to the maximum of 1 year.

18. Cancellation, Suspension & Revocation of Permits

Unless otherwise specified in this Bylaw:

18.1 A valid Permit or application may be cancelled within ninety (90) days upon written request to an Officer from the owner or his authorized agent.

- 18.2 Any fees collected for a Permit, which has been allowed to expire pursuant to Subsection 11.1 of this Bylaw, shall not be refunded.
- 18.3 An Officer may by notice in writing, suspend or revoke a Permit, if in the opinion of the Officer:
- (a) there has been a contravention of any condition of the Permit;
 - (b) the Permit was issued in error; or
 - (c) the Permit was issued on the basis of incorrect information supplied to the City of Chestermere.

19. Fees

- 19.1 The fees for each Permit shall be submitted at the time of application. All fees shall be based on the final Estimated Construction Cost unless otherwise indicated in Schedule "A" or "B" to this Bylaw, and no permit shall be issued until the fees have been paid in full.
- 19.2 If a new Permit is required, after the expiry of a Permit in accordance with Subsection 18.2 of this Bylaw, if no changes have been made or will be made to the original plans and specifications, and if the suspension or abandonment of the work has not exceeded six (6) months, the fee for the new Permit shall be one half (1/2) of the fee as defined in the Schedule "A" or "B" to this Bylaw.
- 19.3 If the documents submitted with an application for a Permit contain substantial errors or omissions and the documents shall be resubmitted for further examination, a fee equal to ten (10%) percent of the fee defined in Schedule "A" or "B" may be charged for each and every re-examination.
- 19.4 If any unauthorized work, including excavation, has been started before the issuance of a Permit, the Permit fee shall be doubled the fee set out in Schedule "A" or "B" of this Bylaw.
- 19.5 If a valid Permit or application is cancelled within ninety (90) days and no inspections has occurred, upon written request to an Officer from the owner or his authorized agent, under Subsection 18.1 of this Bylaw, one half (1/2) of the original Permit fee shall be refunded.

20. Liability Respecting Permits

Neither the Local Authority nor the Authority having jurisdiction shall be liable for any damages, loss, or expense by any person as a result of:

- 20.1 the granting of a permit; or
- 20.2 if the permit has been revoked as a result of a contravention or any condition under which the permit was issued; or
- 20.3 a permit issued in error; or
- 20.4 a permit issued on the bases of incorrect information.

21. Offence

- 21.1 Any person who contravenes any provisions of this Bylaw is guilty of an offence and liable upon prosecution of a fine of not less than Five Hundred Dollars (\$500.00) and not more than Ten Thousand Dollars (\$10,000). No person convicted of an offence under this Bylaw shall be subject to imprisonment.
- 22.2 At the request of the Officer, as a result of outstanding fees (fees in the arrears after 90 days), Business License may be suspended by a Peace Officer.

22. General

- 22.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.
- 22.2 An Applicant for a Permit is responsible for, and is not excused from, ascertaining and complying with the requirements of any Federal, Provincial or other Municipal legislation and the Codes referenced in this Bylaw.

23. Severability

- 23.1 If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

24. General

24.1 This bylaw shall take effect on the day which it is finally passed.


24.2 Bylaw _____, being the _____ Bylaw is hereby repealed in its entirety.

READ A FIRST TIME this 6 day of March, 2017 3.019.030617

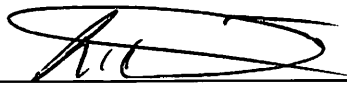
READ A SECOND TIME this 6 day of March, 2017. 3.019.0306.17

READ A THIRD TIME this 6 day of March, 2017. 3.019.0306.17

Resolution Numbers –



MAYOR



CAO

SCHEDULE "A" – COMMERCIAL

BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

All fees are based on estimated construction cost

BUILDING PERMIT FEES

1. Commercial, Industrial, Institutional, Multi-Family	\$10.45/\$1000.00 construction cost
2. Re-Construction (fire or environmental)	\$2500 + \$12.50/\$1000.00 construction cost Minimum fee \$250.00
3. Additions, Alterations or Renovation	\$10.45/\$1000.00 construction cost Minimum fee \$200.00
4. Accessory Buildings	\$10.45/\$1000.00 construction cost Minimum fee \$200.00
5. Retaining Walls (1.2m or Higher)	\$100.00
6. Swimming Pool	\$200.00 for above grade \$300.00 for below grade
7. Special Event (Farmers Market, Temporary Structure, Stages, Pubic events)	\$200.00
8. Demolition or Relocation of Building	\$1.30/sq. m. (min. \$100.00 to \$4500.00 max.)
9. Partial Building Permit (to grade only)	\$1.47/sq. m. of Bldg. area (min. \$200.00 to \$4516.00 max.)
10. Occupancy - Change of Use	\$200.00
11. Occupancy Permit	\$200.00
12. Additional Inspection Requested (out of sequence) (Minimum fee must be paid prior to inspection)	\$150.00/hr (min. of 2hrs per discipline)
13. Pre-Application Inspection (Home Business, Bed & Breakfast, Personal Service, Homecare, Catering)	\$100.00 per discipline
14. Plans Re-Examination/Revision	\$350.00

MECHANICAL (HVAC) PERMIT FEES

1. Commercial, Industrial, Institutional, Multi-Family	\$9.00/\$1000.00 construction cost Minimum fee \$120.00
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PLUMBING PERMIT FEES

1. Commercial, Industrial, Institutional, Multi-Family	\$9.75/\$1000.00 construction cost plus processing fee of \$80.00, min. \$120.00
2. Renovation, Additions, and Alterations	\$9.75/\$1000.00 construction cost plus processing fee of \$80.00, min. \$120 per unit
3. Private Sewage Disposal System	\$250.00
4. Water & Sewer Connection (new house construction)	\$100.00
5. Ground Works inspection	\$90.00
6. Temporary Plumbing Permit	\$9.75/\$1000.00 construction cost Minimum fee \$250.00
7. Hydronic Permit	\$9.75/\$1000.00 construction cost plus processing fee of \$80.00, min. fee of \$120.00
8. Special Event (connection only)	\$100.00

GAS PERMIT FEES

1. Commercial, Industrial, Institutional, Multi-Family	
0 – 400,000 BTU	\$200.00
400,001 – 1,000,000 BTU	\$250.00
1,000,001 – 2,000,000 BTU	\$350.00
Over 2,000,000 BTU	\$350 + \$50 per millions of total BTU
2. Replacement Fee for Comm., Ind. Gas Appliance	
Under 4,000,000 BTU	\$40.00 per unit, plus base fee of \$90.00
Over 4,000,000 BTU	\$110.00 per unit, plus base fee of \$90.00
Over 5,000,000 BTU	\$340.00 per unit, plus base fee of \$90.00
3. Propane Tank Sets (Commercial)	\$75.00 per unit
4. Temporary Gas Permit	\$120.00
5. Gas Fire Place	\$80.00 per unit, plus base fee of \$90.00
6. Gas Air Test – one per unit	\$90.00

Note: If air test fails, permit will be closed as non-compliant. A new permit and re-inspection will be required.

ELECTRICAL PERMIT FEES

1. Commercial, Industrial, Institutional, Multi-Family	\$9.75/\$1000.00 construction cost plus processing fee of \$80.00
2. Temporary power permit including energy generators	\$200.00
3. Annual Permit Fee (Maintenance purposes only)	\$150.00

Note: Maximum electrical fee is \$1400.00 plus for each additional \$5,000.00 in cost, add \$50.00.

*****Safety Codes Council Fee (SCC): 4% of permit cost, minimum of \$4.50 to a maximum of \$560.00*****

SCHEDULE "B" – RESIDENTIAL

BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

BUILDING PERMIT FEES

1. Single Family Dwelling, Duplex, Semi-Detached	\$9.93/\$1000.00 construction cost
2. Secondary suite	\$3.78/sq. m Minimum fee of \$100.00
3. Addition, Alterations or Renovations	\$3.78/sq. m Minimum fee of \$100.00
4. Manufactured/Modular Homes	\$4.90/\$1000.00 construction cost Minimum fee of \$112.00
5. Basement, Decks, Garages, Sheds and Accessory Building	\$9.93/\$1000.00 construction cost Minimum fee of \$100.00
6. Hot tubs, swimming pools	\$100.00 for above grade \$150.00 for below grade
7. Solid fuel appliance	\$125.00
8. Retaining walls (1.2m or higher)	\$10.00 per \$1000.00 est. construction cost Minimum fee of \$100.00
9. Demolition or Relocation of Building	\$1.30sq. m Minimum fee of \$100.00
10. Partial Building Permit to subfloor only	\$100.00
11. Additional Inspection – Homeowner Permit	\$100.00 per discipline
12. Extra Inspection requested out of sequence (Minimum fee must be paid prior to inspection)	\$150.00/hr (min. of 2hrs per discipline)
13. Re-Construction (fire, grow ops, environmental)	\$10.00/\$1000.00 construction cost plus \$2500.00 base fee, other discipline permits maybe required Minimum fee of \$112.00
14. Post and Pad	\$150.00
15. Plans Re-Examination/Revision	\$150.00

MECHANICAL (HVAC) PERMIT FEES

1. Residential	Included in Building Permit
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PLUMBING PERMIT FEES

1. Single Family Dwelling, Duplex, Semi-Detached	\$9.00/\$1000.00 construction cost plus processing fee of \$80.00 Minimum fee of \$90.00
2. Secondary Suite (Plumbing, HVAC, Makeup air)	\$2.50/sq. m Minimum fee of \$100.00
3. Additions, Alterations or Renovations	\$2.50/sq. m Minimum fee of \$100.00
4. Manufactured & Modular Homes	\$2.50/sq. m Minimum fee of \$100.00
5. Private Sewage Disposal System	\$250.00
6. Water & Sewer Connection (new construction)	\$100.00
7. Ground Works Inspection	\$90.00
8. Hydronic Permit	\$9.00/\$1000.00 construction cost plus processing fee of \$80.00,min. fee of \$100.00

GAS PERMIT FEES

1. Single Family Dwelling, Duplex, Semi-Detached	\$9.00/\$1000.00 construction cost plus base fee of \$80.00,min. fee of \$90.00
<i>Note: Unit heaters, AC, fireplace and barbeque installation, is included in fees if constructed prior to final inspection.</i>	
2. Secondary Suite	\$100.00
3. Additions, Alterations or Renovations	\$1.50/sq. m (minimum fee of \$100.00)
4. Furnace or hot water tank replacement	\$120.00
5. Manufactured & Modular Homes	\$1.50/sq. m (minimum fee of \$100.00)
6. Gas Air Test – one per unit	\$90.00
7. Temporary Gas	\$100.00
8. Gas Fireplace	\$90.00

ELECTRICAL PERMIT FEES

1. Single Family Dwelling, Duplex, Semi-Detached, Granny suite \$9.00/\$1000.00 construction cost plus processing fee of \$80.00

Note: Unit heaters, AC, fireplace, hot tub and solar panels, installation, is included in fees if constructed prior to final inspection.

2. Homeowner Permit \$112.00

3. Secondary Suite \$1.50/sq. m
(minimum fee of \$100.00)

4. Additions, Alterations or Renovations \$1.50/sq. m
(minimum fee of \$100.00)

5. Manufactured & Modular Homes \$1.50/sq. m
(minimum fee of \$100.00)

6. AC, Basement Development, Garage, Shed, Hot Tub,
Swimming Pool, Unit heaters \$100.00

7. Temporary Power \$120.00

*****Safety Codes Council Fee (SCC): 4% of permit cost, minimum of \$4.50 to a maximum of \$560.00*****

SCHEDULE "C" – PERMIT REFUND

BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

PERMIT REFUND

- | | |
|--|----------------------------------|
| 1. Building Permit is in Plans Examination Stage | Original Fee less 25% |
| 2. Building Permit issued and at least one inspection has been done and completed. | NO REFUND |
| 3. Refunds for cancelled permits where no inspections occurred: | |
| - Application processed, no permit issued | Original Fee less 25% |
| - Application processed, permit issued | Cost minus Original Fee less 50% |
| 4. Utility Permits: (electrical, plumbing, gas) | |
| - Permit is reviewed and issued | Original Fee less 50% |
| - Permit is issued and at least one inspection is done | NO REFUND |

Note: A person who has paid a permit fee may surrender the permit to the City of Chestermere and make application, in writing, for a refund in accordance with the provisions of Building Permit Bylaw Number 024-16. No refund shall be made:

1. If the Permit has been revoked or has expired.
2. If use, occupancy, relocation, construction, or demolition has commenced.
3. Extension of the Permit

GENERAL INFORMATION

- | | |
|--|------------|
| 1. Property File Search | |
| -Non-refundable file search (processing fee) | \$30.00 |
| -Documents retrieved from file | \$30.00 |
| 2. General Administration Fee | \$50.00/hr |

***** No refund on the Safety Codes Council Fee*****

SCHEDULE "D" - OFFENCES

BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

OFFENCE FEES

1. Unauthorized Work

- | | |
|---|-----------------------|
| a) If any unauthorized work, including excavation has been started before the issuance of a Permit, the permit fee shall be double the fee, set as defined in section 17.1 of this Bylaw. | Double the permit fee |
| b) Not posting building permit in a conspicuous place on site. | \$300.00 |
| c) Not posting an address on site. | \$300.00 |

2. Occupancy

- | | |
|---|--|
| a) Occupying without passing final occupancy inspection. | } \$750.00/day of occupancy
Maximum of \$10000.00 |
| b) Occupying while a "Do Not Occupy" Notice is posted on site. | |
| c) Occupying prior to acceptance of all final documentation by the SCO. | |

3. Do Not Cover Notice

- | | |
|---|---|
| a) Proceeding with work while a "Do Not Cover" notice is posted. | All covered portions shall be uncovered at owners expense |
|---|---|

4. Re-Inspection Fees

- | | |
|--|----------|
| a) As defined in section 11.5 of this bylaw. | \$300.00 |
| b) Ensure safe access to a site | \$300.00 |
| c) Work not ready for the requested inspection | \$300.00 |
| d) No stamped drawings, documents and layouts | \$300.00 |

5. General Offence

- | | |
|--|--------------------------|
| a) Safety Inspection Fee | \$150/hr. (min. 2 hours) |
| b) Failure to file a verification of compliance | \$250.00/offence |
| c) Failure to call or recall an inspection | \$250.00/offence |
| d) Failure to ensure construction bins are fully placed on the construction site, emptied in a timely fashion | \$1000.00 |
| e) All offences, not already specified on this schedule, fines to be set as defined in Section 21 of this bylaw. | |

SCHEDULE "E" – EXTENSIONS & REVISIONS

BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

PERMIT EXTENSION

- | | |
|--|--|
| 1. Building Permit Extension | 25% of Original Building Permit fee
Minimum fee of \$100.00 |
| 2. If a Building Permit has expired, suspended or abandoned of the work has not exceeded 120 days and the owner or agent is to re-instate the Permit and no changes have been made | 50% of Original Building Permit fee |
| 3. Utility Permit Extension
If an electrical, plumbing, gas permit has expired, suspended, abandoned of the work has not exceeded 120 days and the owner or agent is to re-instate the Permit and no changes have been made | 50% of Original Permit Fee
Minimum fee of \$75.00 |
| 4. Building and Utility permits that suspended or abandoned of the work is 120 days or more, with or without inspections are no longer eligible for 1 year extension. | New Permit/s are required |
| 5. Building and Utility permits that have expired after one year, even without inspections done. | No Refund |

REVISIONS AND RE-EXAMINATION FEES

1. Revisions will not be accepted after a Pre-possession inspection has been booked. For revisions made to the permit after this progress point, a separate permit will need to be obtained.
2. Where plans have to be re-submitted for re-examination before the permit is issued because of substantial errors or omissions, there will be an additional fee.
3. Where revisions are requested after the permit is issued, there will be an additional fee.

SCHEDULE "F" – GENERAL CONDITIONS AND INFORMATION
BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

PERMIT TERM AND EXTENSIONS

A permit issued pursuant to this Bylaw, other than a permit for the use of occupancy of a building, shall expire:

1. If work authorized by the permit has not commenced within 120 days of the date of issue after review.
2. If work authorized by the permit is commenced but is suspended or abandoned for a period of 180 days.

AN OFFICER MAY, IN WRITING, EXTEND A PERMIT TWO (2) TIMES IF:

1. The term of each extension of the permit does not exceed 120 days, and;
2. The permit has not been revoked or is not expired.

Note: All applications for extension of a permit shall be in writing and shall be accompanied by the fee for extension set out in Schedule A & B.

POSTING OF PERMIT POUCH (RESIDENTIAL)

The permit shall be posted at all times at the joist ladder at the front of the building for the Pre-backfill phase inspection, accessible to the Officer.

At Pre-board phase, the pouch must be mailed to a wall in line of sight of the front door.

At Pre-possession phase, the pouch must be located on the kitchen counter.

RE-INSPECTION FEES

Where an inspection has been carried out and re-inspection is required due to no access, unsafe conditions, or work not complete, there will be an additional fee.

RE-INSTATEMENT OF A PERMIT

A permit which has expired may be re-instated by the Officer at the written request of an application within thirty (30) days of expiry, provided:

1. No changes are made in the documents submitted with the application, and;
2. A permit fee equivalent to half of the original fee has been paid.

SCHEDULE "G" – GREEN BUILT INCENTIVES

BUILDING, HVAC, PLUMBING, GAS, and ELECTRICAL PERMIT BYLAW

NOTE: Permits are subject to safety code fees as determined by the SAFETY CODES COUNCIL.

1. Solar Panel


- a) PV Powered Solar Electricity
- b) Solar water / Space Heating

2. Wind Energy

- a) Wind turbines, to mechanically use airflow through turbines to generate power for electricity

3. Grey Water Re-use

- a) A mechanical system installed to re-use grey water



Permit fees waived
excluding Safety Codes Levy