

**VILLAGE OF LAIRD
BYLAW #2015-01.3
A BYLAW RESPECTING BUILDINGS**

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The Municipal Council of the Village of Laird in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the Building Bylaw.
2. (1) "Act" means *The Uniform Building and Accessibility Standards Act* being Chapter U-1.2 of the Statutes of Saskatchewan, 1983-84 and amendments.

(2) "Administrative Requirements" means *The Administrative Requirements for use with the National Building Code*.

(3) "Authorized representative" means a building official appointed by the local authority pursuant to subsection 5(4) of the Act or the municipal official.

(4) "Local authority" means the Village of Laird.

(5) "Owner" means any person, firm or corporation that controls the property under consideration.

(6) "Regulations" means regulations made pursuant to the Act.

(7) Definitions contained in the *National Building Code* and *The Uniform Building and Accessibility Standards Act* and Regulations shall apply in this bylaw.

(8) "Form A" refers to application for Building Permit

(9) "Form B" refers to Building Permit

(10) "Form C" refers to application for demolition/removal/relocate/replacement Building Permit

(11) "Form D" refers to demolition/removal/relocate or placement of Building Permit

SCOPE OF THE BYLAW

3. (1) This bylaw applies to matters governed by the Act and Regulations, including the *National Building Code of Canada*, and the Administrative Requirements.

- (2) Notwithstanding subsection (1), references and requirements in the Administrative Requirements respecting matters regulated by the Act and Regulations shall not apply.
- (3) Notwithstanding subsection (1), references and requirements in the Administrative Requirements respecting "occupancy permits" shall not apply except as and when required by the local authority or its authorized representative.

GENERAL

4. (1) A permit is required whenever work regulated by the Act and Regulations is to be undertaken.
- (2) No owner or owner's agent shall work or authorize work or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done.
- (3) The granting of any permit that is authorized by this bylaw shall not:
 - (a) entitle the grantee, his successor or assigns, or anyone on his behalf to erect any building that fails to comply with the requirements of any building restriction agreement, bylaw, act and/or regulation affecting the site described in the permit;
 - (b) make either the local authority or its authorized representative liable for damages or otherwise by reason of the fact that a building, the construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use or occupancy of which has been authorized by permit, does not comply with the requirements of any building restriction agreement, bylaw, act and/or regulation affecting the site described in the permit.

BUILDING PERMITS

5. (1) Every application for a permit to construct, erect, place, alter, repair, renovate, change occupancy or reconstruct a building shall be in Form A, and shall be accompanied by two sets of the plans and specifications of the proposed building, as well as any additional forms or information required by the local authority or its representative, except that when authorized by the local authority or its authorized representative plans and/or specifications need not be submitted.
- (2) If the work described in an application for a building permit, to the best of the knowledge of the local authority or its authorized representative, complies with the requirements of this bylaw, the local authority, or its authorized representative, upon receipt of the prescribed fee, shall issue a permit in Form B and return one set of submitted plans to the applicant.
- (3) The local authority may, at its discretion, have plan review, inspection and other services for the purpose of enforcement of the Act and Regulations provided by building officials designated by the minister to assist the local authority pursuant to subsection 4(4) of the Act.

- (4) The local authority may, at its discretion, have plan review, inspection and other services provided by a person, firm or corporation employed under contract to the local authority.
- (5) The permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be calculated based on the following:
 - (a) an administrative fee of \$15.00 for the processing, handling and issuance of a building permit; plus
 - (b) service fees for plan review, field inspection of construction and enforcement services in accordance with the agreement between the Village of Laird and the provider of building official services.
 - (c) all fees will be subject to GST as applicable.
 - (d) all fees will be collected prior to the issuance of the building permit.
- (6) In the event that construction commences prior to the issuance of a permit, the permit fee referred in Subsection (5) will be doubled as a special inspection fee.
- (7) The local authority may estimate the value of construction for the work described in an application for building permit, for the purpose of evaluating a permit fee, based on established construction costs, owner's statement of costs or constructor's contract values, or similar methods selected by the local authority.
- (8) Approval in writing from the local authority or its authorized representative is required for any deviation, omission or revision to work for which a permit has been issued under this section.
- (9) All permits issued under this section expire:
 - (a) six months from date of issue if work is not commenced within that period, or
 - (b) if work is suspended for a period of six months, or,
 - (c) twelve months from the date of issue of the permit, unless extended by the local authority or its authorized representative in response to a written request from the applicant.
- (10) In the event that a permit expires without the approval set out in clause 5(9)(c) above, the applicant will be required to pay a permit renewal fee equal to the value of the remaining construction in order to extend the permit time for an additional year.
- (11) The local authority may, at its discretion, rebate a portion of a permit fee where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

DEMOLITION PERMITS

6. (1) (a) The fee for a permit to demolish a building shall be \$100.00 plus fees as per Clause 5 (5)(b).
- (b) (i) In addition, the owner shall deposit with the local authority a \$3000.00 security in cash or bond to cover the cost of restoring the site after the building has been demolished to such condition that it is, in the opinion of the local authority or its authorized representative, not dangerous to public safety.

The deposit fee as per subclause 6. (1)(b)(i) will be collected at the time of issuance of the permit.

If the applicant is the registered owner of the property, the deposit will be held until the site is restored to a condition satisfactory to the local authority or its authorized representative and the sum deposited, or portion thereof, shall be refunded.

If the applicant is not the registered owner of the property, the local authority shall be provided with an official authorization from the owner indicating that the applicant is acting on their behalf in restoring the site to a condition satisfactory to the local authority or its authorized representative.

- (ii) If the applicant has been authorized to provide the deposit as per subclause 6.(1)(b)(i) by the registered owner and who demolishes or removes the building restores the site to a condition satisfactory to the local authority or its authorized representative, the sum deposited, or portion thereof, shall be refunded to the authorized applicant.

- (2) Every application for a permit to demolish a building shall be in Form C.
- (3) Where a building is to be demolished and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the demolition in Form D.
- (4) At least 24 hours prior to demolition, the applicant must:
- (a) arrange with the Village of Laird to have the water and sanitary sewer service connections discontinued at the water and sewer mains and
 - (b) arrange with the gas, electric and telephone companies or other utilities to discontinue their services.
- (6) Demolition permits expire six months from the date of issue except that permit may be renewed for six months upon written application to the local authority.
- (7)

PERMITS FOR REMOVING, RELOCATION OR PLACEMENT OF BUILDING

7. (1) (a) The fee for a permit to remove and/or relocate a building shall be \$100.00 plus fees as per Clause 5.(5)(b)..

(b) (i) In addition, the owner shall deposit with the local authority, a \$3000.00 security in cash or bond to cover the cost of restoring the site after the building has been moved or removed to such condition that it is, in the opinion of the local authority or its authorized representative, not dangerous to public safety.

The deposit fee as per subclause 7.(1)(b)(i) will be collected at the time of issuance of the permit.

If the applicant is the registered owner of the property, the deposit will be held until the site is restored to a condition satisfactory to the local authority or its authorized representative and the sum deposited, or portion thereof, shall be refunded.

If the applicant is not the registered owner of the property, the local authority shall be provided with an official authorization from the owner indicating that the applicant is acting on their behalf in restoring the site to a condition satisfactory to the local authority or its authorized representative.

(ii) If the applicant has been authorized to provide the deposit as per subclause 7.(1)(b)(i) by the registered owner and who demolishes or removes the building restores the site to a condition satisfactory to the local authority or its authorized representative, the sum deposited, or portion thereof, shall be refunded to the authorized applicant.

(2) Every application for a permit to remove and/or relocate a building shall be in Form C.

(3) Before issuing a permit for the removal and/or relocation, the local authority must be satisfied that:

- (a) the structure of the building is such that the removal and/or relocation can be safely effected;
- (b) that no person other than a licensed building mover will remove or relocate the building;
- (c) that the building shall be moved along a route that, if by reason of its height, is the least likely to occasion damage to municipal facilities;
- (d) that there are no arrears or taxes outstanding with respect to building or land on which building is or will be situated;
- (e) that when the building is placed on its new site and completed, it will conform with all applicable bylaws;

- (f) that the architectural design of the building will not adversely affect the general design of the buildings in the neighbourhood to which the building is to be moved; and
 - (g) that the prescribed fee and deposit has been received.
- (4) (a) Where a building is to be removed from the jurisdiction of the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the local authority upon receipt of the fee and deposit prescribed, shall issue a removal permit in Form D.
- (b) Where a building is to be relocated from its site and set upon another site in the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, and the building when placed on its new site and completed, to the best of the knowledge of the local authority or its authorized representative, will conform with the requirements of this bylaw, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D. In addition, the local authority, upon receipt of the fee prescribed in Section 5(5), shall issue a permit for the placement of the building in Form B.
- (c) Where a building is to be relocated from a site external to the local authority and set upon a site within the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the land on which the building is to be situated, and the building when placed on its new site and completed, to the best of the knowledge of the local authority, will conform with the requirements of this bylaw, upon receipt of the fee and deposit prescribed, as well as the receipt of the fee prescribed in Section 5(5), the local authority shall issue a permit for the placement of a building in Form D.
- (5) At least 24 hours prior to the removal and/or relocation, the applicant must:
- (a) arrange with the Village of Laird to have the water and sanitary sewer service connections discontinued at the water and sewer mains and
 - (b) arrange with the gas, electric and telephone companies or other utilities to discontinue their services.
- (6) All permits issued under this section expire six months from the date of issue except that a permit may be renewed for six months upon written application to the local authority.

ENFORCEMENT OF BYLAW

8. (1) If any building or part thereof or addition thereto is constructed, erected, placed, altered, repaired, renovated or reconstructed in contravention of any provision of

this bylaw, the local authority or its authorized representative may take any measures as permitted by Part V of the Act for the purpose of ensuring compliance with this bylaw including, but not limited to:

- (a) entering a building,
 - (b) ordering production of documents, tests, certificates, etc. relating to a building,
 - (c) taking material samples,
 - (d) issuing notices to owners that order actions within a prescribed time,
 - (e) eliminating unsafe conditions,
 - (f) completing actions, upon an owner's non-compliance with an order, and adding the expenses incurred to the tax payable on the property, and
 - (g) obtaining restraining orders.
- (2) If any building, or part thereof, is in an unsafe condition due to its faulty construction, dilapidated state, abandonment, open or unguarded condition or any other reason, the local authority or its authorized representative may take any measures allowed by subsection (1).
- (3) The owner of a building for which a permit has been issued or for which actions are being taken in compliance with an order shall give notice in writing to the local authority as required in Section 17.2 of the Act including, but not limited to:
- (a) on start, progress and completion of construction,
 - (b) of change in ownership prior to completion of construction, and
 - (c) of intended partial occupancy prior to completion of construction.

SPECIAL CONDITIONS

9. (1) Notwithstanding the requirements of the Regulations, an architect or professional engineer registered in the province of Saskatchewan shall be engaged by the owner for assessment of design and inspection of construction or certification of a building or part of a building where required by the local authority or its authorized representative.
- (2) An up-to-date plan or survey of the site described in a permit or permit application prepared by a registered land surveyor shall be submitted by the owner where required by the local authority or its authorized representative.
- (3) It shall be the responsibility of the owner to ensure that change in property lines and/or change in ground elevations will not bring the building or an adjacent building into contravention of this bylaw.
- (4) It shall be the responsibility of the owner to arrange for all permits, inspections and certificates required by other applicable bylaws, acts, and regulations.
- (5) It shall be the responsibility of the owner to ensure that all site elevations and site grading work in conjunction with adjacent properties.
- (6) It shall be the responsibility of the owner to provide an engineered foundation

design sealed by engineer registered in the Province of Saskatchewan where a Preserved Wood Foundation (PWF) is to be built.

PENALTY

- 10. (1) Any person who contravenes any of the provisions of this bylaw shall be liable to the penalties provided in Section 22 of the Act.
- (2) Conviction of a person or corporation for breach of any provision of this bylaw shall not relieve him from compliance therewith.

REPEAL BYLAW

11. Bylaws No. 2015-01, 2015-01.1 and 2015-01.2 are hereby repealed.

EFFECTIVE DATE OF BYLAW

12. This bylaw shall come into force on the date of final approval by the Minister.

Enacted pursuant to Section 14 of
The Uniform Building and Accessibility Standards Act

Read a first time this 23rd day of March, 2017

Read a second time this 23rd day of March, 2017

Read a third time this 23rd day of March, 2017



Deputy Mayor, Kirk Walters

Chief Administrative Officer, Michelle Zurakowski

Certified a true copy of
Bylaw #2015-01.3 adopted
by resolution on the
23rd day of March, 2017

Chief Administrative Officer, Michelle Zurakowski

APPROVED
In accordance with Clause 23.1(3)(a) of
The Uniform Building and Accessibility Standards Act

Executive Director
Building Standards and Licensing
Ministry of Government Relations

April 25, 2017

Date

Village of Laird, Saskatchewan
APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to : _____construct _____alter _____reconstruct _____ a building according to the information below and to the plans and documents attached to this application.

Civic Address: _____

Legal Description: Lot _____ Block _____ Plan _____

Applicant: _____ Telephone: _____

Mailing Address: _____

Owner: _____ Telephone: _____

Contractor: _____ Telephone: _____

Floor area of building (excluding basement) _____ (Sq. Feet)

Intended Use of Proposed Structure(s): _____ Foundation: wood _____ cement _____

Dimensions of Proposed Structure: _____ Height: _____

Estimated Dates: Start: _____ Completion: _____

Utilities: Heating _____ Plumbing _____

Business Use: () YES () NO Business Description: _____

Estimated Value of Construction (excluding land value) \$ _____

Site Plan Attached: () YES () NO

Building Plans Attached: () YES () NO

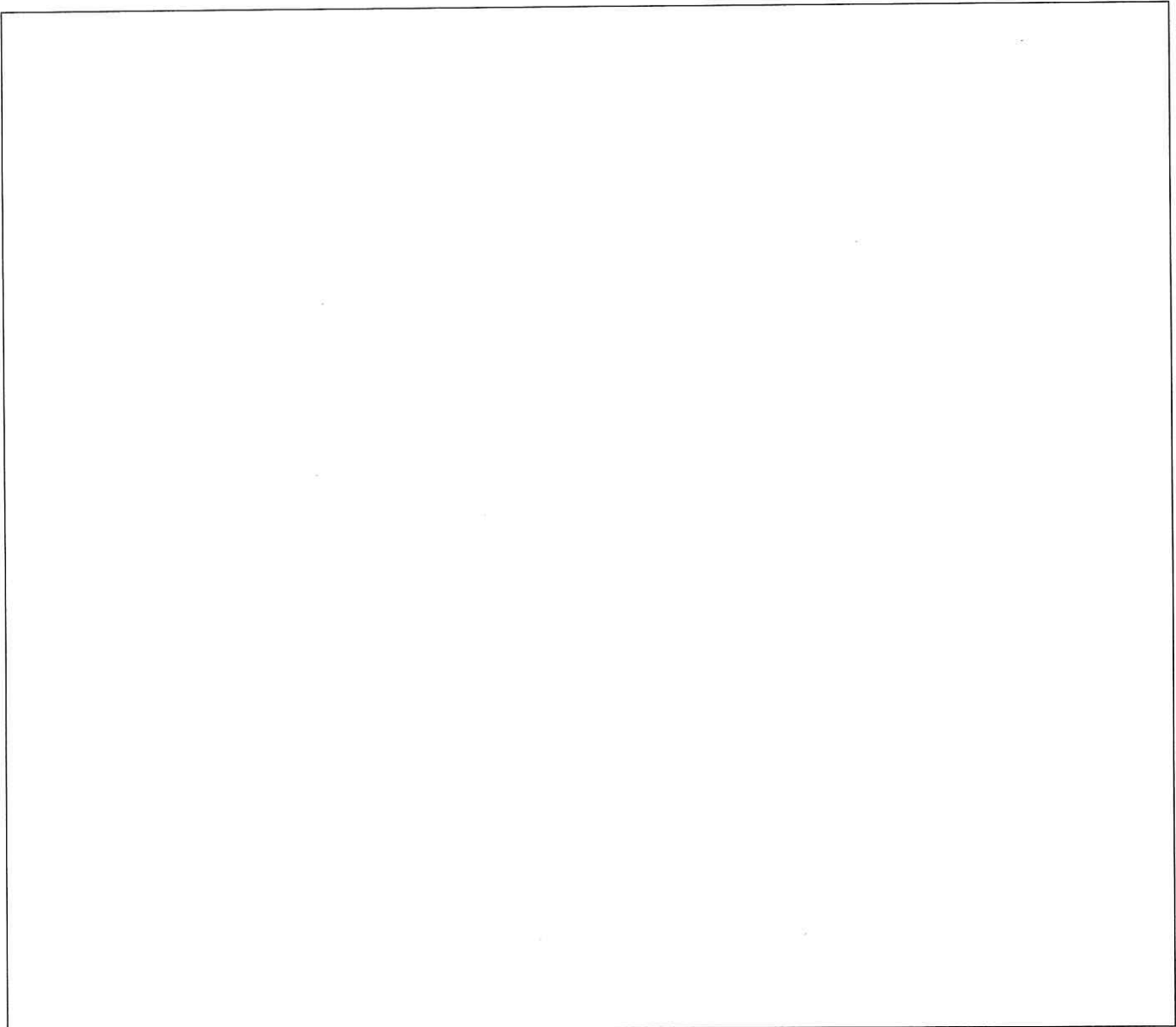
I hereby agree to comply with the Building Bylaw and all other applicable bylaws of the Village of Laird and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts and regulations regardless of any plan review or inspections that may or may not be carried out by the Village of Laird or its authorized representative. I agree to do all construction work solely in accordance and compliance with the information and plans provided by me in this application, and will obtain all other work permits required in conjunction with my development.

Date

Signature of Owner or Owner's Agent

OFFICE USE: Fee for Building Permit Received \$ _____ Roll Number _____
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Village of Laird, Saskatchewan
APPLICATION FOR BUILDING PERMIT



Please provide a sketch of the following;

- (a) Dimensions and lot lines of parcels or lots
- (b) Dimensions and locations of all existing and proposed buildings showing distances from lot lines.
- (c) Location of power gas and telephone lines and municipal roads.
- (d) Topographical features (water courses/wooded areas, etc)
- (e) Adjoining land uses (residential/business, etc)
- (f) North directional arrow

Village of Laird, Saskatchewan

BUILDING PERMIT

Permission is hereby granted to _____

to _____ a building to be used as a _____

on civic address or location _____

Lot _____ Block _____ Plan _____ in accordance with the application dated _____.

This permit is issued subject to the following conditions:

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative. This 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 Village of Laird or its authorized representative.

Estimated Value of Construction: \$ _____ permit fee \$ _____

Permit Fee: \$ _____

NOTE: If construction is not completed within one year a request for extension must be submitted. **Without an approved extension** the applicant will have to pay the full amount of the permit fee in order to continue working on the project and this second fee covers one additional year of time for construction to be completed.

Date

Signature of Authorized Representative

Village of Laird, Saskatchewan
APPLICATION FOR A PERMIT TO DEMOLISH, REMOVE, OR RELOCATE A BUILDING

I hereby make application for a permit to demolish a building now situated on:

Civic address or location _____
Lot _____ Block _____ Plan _____

The demolition will commence on _____, 20_____.
and will be completed on _____, 20_____.

OR

I hereby make application for a permit to remove and/or relocate a building now situated on

Civic address or location _____ Lot _____ Block _____ Plan _____ <i>or</i> Out of the municipality _____
--

to

Civic address or location _____ Lot _____ Block _____ Plan _____ <i>or</i> Out of the municipality _____
--

The Building has the following dimensions: Length _____ Width _____ Height _____

The Building Mover will be _____

and the Date of the Move will be _____, 20_____.

The building will be moved over the following route:

The site work (filling, final grading, landscaping, etc.) which will be done after building is moved includes:

I hereby agree to comply with the Building Bylaw of the Village of Laird and to be responsible and pay for any damage done to any property as a result of the demolition or moving of the said building, and to deposit such sum as may be required by Section 6(1)(b) and 7(1)(b) of the Building Bylaw. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain all required permits and approvals prior to demolishing, removing, relocating or placing a building.

Date

Signature of Owner or Owner's Agent

OFFICE USE: Deposit Fee Received \$ _____ Fee for Permit Received \$ _____ Roll Number _____

Village of Laird, Saskatchewan

DEMOLITION, REMOVE, RELOCATE OR PLACE A BUILDING PERMIT # _____

Permission is hereby granted to _____ to

_____ Demolish _____ Remove _____ Relocate within Town _____ Place in Town from Out of Town

a building now situated on

	Civic address or location _____
	Lot _____ Block _____ Plan _____
or	Out of the municipality _____

to

	Civic address or location _____
	Lot _____ Block _____ Plan _____
or	Out of the municipality _____

in accordance with the application dated _____, 20_____.

This permit expires six months from the date of issue.

This permit is issued subject to the following conditions:

Any deviation, omission or revision to the approved application requires approval of the Village of Laird or its authorized representative.

Permit Fee \$ _____

Deposit Fee \$ _____

Once the applicant who demolished, moves, removes or places the building restores the site(s) to a condition satisfactory to the local authority or its authorized representative, the sum deposited, or portion thereof, shall be refunded.

Date

Signature of Authorized Representative