

BYLAW 07 – 2023

Rural Municipality of Moose Range No. 486

A Bylaw Respecting Buildings

The Council of the Rural Municipality of Moose Range No. 486 in the Province of Saskatchewan enacts as follows:

SHORT TITLE

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

PURPOSE OF THE BUILDING BYLAW

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

INTERPRETATION/LEGISLATION

- 3 Definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply in this building bylaw.

"Act" means The Construction Codes Act.

"building official" means a person who holds a building official licence.

"competent person" means a person who is recognized by the local authority as having:

- (a) a degree, certificate or professional designation; or
- (b) the knowledge, experience and training; necessary to design or review the design of a building.

"local authority" means the municipality to which this Building Bylaw applies.

"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.

"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.

"occupancy certificate" means a certificate issued with respect to the approved use or occupancy of a building.

"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.

"owner's representative" means any person, company, employee or contractor who has authority to act on behalf of an owner.

"permit" means written authorization issued by the local authority or its building official in the form of a building permit.

"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.

"regulations" means *The Building Code Regulations* and *The Energy Code Regulations*.

"SAMA fee" means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.

"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.

"work" means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.



SCOPE OF THE BYLAW

- 4 (1) This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.
 - (2) This building bylaw does not replace the Development Permit and Fees Bylaw and, as such, is to be used in conjunction with it.
 - (3) Notwithstanding 4(1), the following are exempt from the requirements of this bylaw:
 - a) Farm buildings as defined in the Construction Codes Act:
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 Operations 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 or feeds;
 - (iii) the housing, storage or maintenance of equipment or machinery associated with an agricultural operation;
 - (iv) any other prescribed purpose;
- GENERAL**
- 5(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 local authority or the building official pursuant to clause 16(11)(h) of the Act.*
 - (4) 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.

PERMIT - ISSUANCE

- 6(1) Every application for a permit for work shall be on the **Form A** provided by the local authority, and shall be accompanied by the issued development permit as required by the Development Permit and Fees Bylaw, and a minimum of two 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 buildings or portion of buildings 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 according to the sum of the following:



- (a) a permit administration fee listed in a fee bylaw for the processing, handling and issuance of a permit;
 - (b) the fees for plan review, field inspection of construction and enforcement in accordance with a fee bylaw or the agreement between the provider of building official services and the local authority;
 - (c) the fees charged by the Saskatchewan Assessment Management Agency; and
 - (d) a deposit, if required, in an amount determined by the local authority.
- (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 local authority or the building official 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 this building bylaw are given to the local authority 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.

PERMITS - REFUSAL TO ISSUE

- 7(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 NBC is not a competent person;
 - (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 (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 or administration.

PERMITS - REVOCATION

- 8(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;
 - (b) if the permit was issued on mistaken, false or incorrect information;
 - (c) if the permit was issued in error;



- (d) subject to subsection (2), if, after 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) subject to subsection (2), 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 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 (1) it shall provide written notice to the permit holder as to the reasons for the revocation.

PERMITS - EXPIRY

- 9(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 months from date of issue;
 - (b) six months from date of issue if work is 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 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 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;
 - (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.

DEMOLITION OR REMOVAL PERMITS

- 10.(1) The fees for a permit to demolish or remove a building are set out in the Development permit and Fees Bylaw of the local authority.
- i. In addition, the applicant shall deposit with the local authority the sum of five hundred dollars (\$500.00) to cover the cost of restoring the site after the building has been demolished or removed to such condition that it is in the opinion of the local authority or its building official not dangerous to public safety.
 - ii. If the applicant 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. If the site is not cleaned to the satisfaction of the local authority then all costs to clean the site exceeding the deposit shall be added to the taxes if remaining unpaid by December 31, in the year the restoration took place.
- (2) Every application for a permit to demolish a building or remove shall be on Form A.
- (3) Where a building is to be demolished and if the local authority or its building official 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 Demolition in Form B.
- (4) Where a building is to be removed and if the local authority or its building official 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 Demolition in Form B.
- (5) Where a building is to be removed from its site and set upon another site in the local authority, and if the local authority or its building official is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building when placed on its new site and completed, to the best of the knowledge of the local authority or its building official, 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 B.
- In addition, the local authority, upon receipt of the fee prescribed in the Development permit and



Fees Bylaw, shall issue a permit for the placement of the building in Form B.

CHANGE OF OCCUPANCY PERMITS

- 11(1) The fees for a permit for a change of use or change of occupancy of any building or preoperty of any class are set out in The Development Permit and Fees Bylaw of the local authority.
- (2) Every application to change occupancy shall be in Form C
- (3) Where a change of occupancy is approved by the local authority, upon receipt of the fee prescribed, the local authority shall issue a permit for the change of occupancy in Form D.

ENFORCEMENT

- 12(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.
- (2) If any building or part thereof or addition thereto is constructed, erected, placed, altered, renovated, reconstructed, or occupied in contravention of any provision of this Bylaw, the local authority or its building official 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) at any reasonable hour, enter land or a building,
 - (b) ordering production of a register, certificate, plan or other document relating in any manner to the design, construction addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building,
 - (c) inspect and take samples of any material, equipment, or appliance being used int eh design, construction addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building,
 - (d) issuing notices to owners that order actions within a prescribed time,
 - (e) eliminating unsafe and imminent risk or danger to the safety of occupants or the public conditions,
 - (f) completing actions, upon an owner's non-compliance with permit conditions and or an order, and adding the expenses incurred to the tax payable on the property,
 - (g) obtaining restraining orders;
 - (h) be accompanied into a abuilding by a person having special or expert knowledge on any matter to which the Act or the regulations relate;
 - (i) do any combination of the things described in clauses (a) to (i).
- (3) If any building, or part thereof, is in an unsafe condition or imminent risk or danger due to its faulty construction, dilapidated state, abandonment, open or unguarded condition or any other reason, the local authority or its building official may take any measures allowed by Section 12(2) of this Bylaw.

NOTIFICATION

- 13(1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified 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 to the local authority of:
 - (a) the date on which the owner or the owner's representative intends to commence the work; and
 - (b) subject to subsection (8), 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 to the local authority of:
 - (a) subject to subsection (8), any change in, or termination of, the employment of a person or firm mentioned in clause (2)(b);
 - (b) the owner's or owner's representative intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
 - (c) the owner's or owner's representative intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;



- (d) subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
 - (e) subject to subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
 - (f) the completion of work.
- (4) Subject to subsection (8), the owner or the owner's representative of a building under construction shall give notice 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; and
 - (b) the owner's or owner's representative 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 causes or has the potential to cause serious injury or loss of life:
- (a) structural failure of the building or part of the building;
 - (b) failure of any equipment, device or appliance that is regulated by the Act or the regulations.
- (6) A report submitted pursuant to subsection (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; and
 - (b) be submitted to the local authority within 15 days after the occurrence of the failure mentioned in clause (5)(a) or (b).
- (7) On receipt of the report pursuant to subsection (5), the local authority may require an owner to do the following:
- (a) provide any other information that the building official or local authority may consider necessary;
 - (b) complete any additional work that is necessary to ensure compliance.
- (8) Notice given pursuant to clause (2)(b), (3)(a), (3)(d), (3)(e) or subsection (4) is to be in writing.

SPECIAL CONDITIONS

- 14(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 the 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) An 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) the 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 (1), (2) or (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 any inspection 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) 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.

SUPPLEMENTAL BUILDING STANDARDS

- 15. (1) In areas considered to be "Potentially Hazard Area" for development within the Rural Municipality of Moose Range No. 486 boundaries as may or may not be defined on the Zoning Bylaw, development shall be subject to the conditions as required by a current site and project specific GEO-Technical Report prepared by someone licensed to engage in the Practice of Professional Engineering in accordance with The Engineering and GEO-Science Professions Act which shall be a part of the building process.
- (2) The NBC requires that for non-sprinklered building, where a fire department response time exceeds 10 min. in 10% or more of calls to the building, a limiting distance equal to half of the actual distance to the property lines must be maintained and when applying the NBC, consideration must be given, but not limited to:
 - (i) the exterior wall construction;
 - (ii) the roof overhang and soffit protection; and
 - (iii) unprotected openings in the exterior walls, such as windows.

PENALTY

- 16(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.

REPEAL OF BYLAW(S)

- 17 On enactment of this building bylaw, Bylaw 05-2018, including building bylaw amendments, are repealed.

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



Read a third time and adopted this 14 day of August, 2024

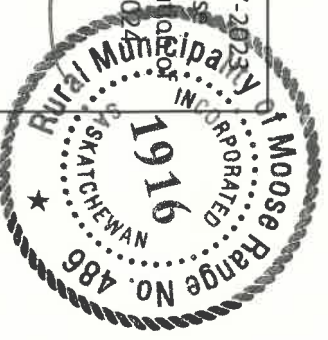
Bar Barber
Administrator

Debra J. Leach
REEVE

Bar Barber
ADMINISTRATOR

Certified a True Copy of Bylaw 07-2023 of The Rural Municipality of Moose Range No.486 adopted by Resolution of Council on the 14th day August, 2024

Bar Barber
Administrator



APPROVED
In accordance with Clause 17(6)(A) of
The Construction Codes Act

Bar Barber
Building and Technical Standards
Ministry of Government Relations

Oct. 1, 2024
Date



Form "A" - Building Permit Application
 Rural Municipality of Moose Range No. 486

Building Permit Application under *The Construction Codes Act*

APPLICANT INFORMATION

Name of Registered Owner of Property	
Mailing Address	
Phone	
Email	
Contractor Name (if not owner)	
Contractor Phone	
Contractor Email	

PERMIT INFORMATION

Project Location		
Project Description		
Project Type (check one)	<input type="checkbox"/> New Construction (Section A)	<input type="checkbox"/> Deck <input type="checkbox"/> Detached Garage <input type="checkbox"/> Farm Building <input type="checkbox"/> Basement
	<input type="checkbox"/> Addition/Alteration/Repair (Section A)	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Other
	<input type="checkbox"/> Relocation of Existing Building (Section B)	<input type="checkbox"/> RTM <input type="checkbox"/> Farm Building <input type="checkbox"/> Other:
	<input type="checkbox"/> Other:	
Building Area (m ²) and Height (storeys)		
Estimated Construction Start Date		
Estimated Construction End Date		
Value of Construction		

(VOC is defined as 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).

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts, and regulations regardless of any plan review or inspection that may or may not be carried out by the local authority or its authorized representative.

 Date Signature of Owner or Owner's Agents

Section A: New Construction or Addition/Alteration/Repair

Deck Construction: Additional Form Required (see Project Guide)

Detached Garage & Accessory Building: Additional Form Required (see Project Guide)

Basement: Additional Form Required (see Project Guide)

Farm Building: Will there be residential/sleeping quarters: Yes* No (exempt from application per CCA)

*See *Detached Garage & Accessory Building Form and Project Guide*

Interior Alterations: Additional Form Required (see Interior Alteration Project Guide)

Attached Garage: Additional Form Required (see Project Guide)

Section B: Relocation of Existing Building

RTM*: Yes No (if no, please specify building type): _____

*See *RTM Project Guide*

BUILDING PERMIT PROCESS

1. Submit all completed application forms with two sets of plans to the Municipal Office.
2. The application is then reviewed by administration and forwarded to the Building Inspector. This process can take up to 14 business days.
3. Your review from the Building Inspector with the invoice will be mailed out to the owner or the agent, whoever was disclosed on the application. Conditions may be applied as per the Building Inspector's discretion.
4. Once payment is received the building permit will be issued and building may begin.

OFFICE USE ONLY	
Date Permit Issued	
Building Official Approval Signature	
Permit #	



Building Permit under *The Construction Codes Act*

Permit Information

Permit Number	#
Project Description	written description of project
Project Location	give address or legal description
Building Area and Height	area in square meters height in storeys
Type of Build	<input type="checkbox"/> Residence <input type="checkbox"/> Garage <input type="checkbox"/> Deck <input type="checkbox"/> Attached Garage <input type="checkbox"/> Commercial <input type="checkbox"/> Farm Build/Living Quarters <input type="checkbox"/> Other _____
Code Application	<input type="checkbox"/> Part 3 <input type="checkbox"/> Part 9 <input type="checkbox"/> NECB <input type="checkbox"/> Section 9.36
Permit Fees	\$ calculated from permit fee bylaw
Expiry Date	Six months from date of issue

If work does not begin prior to expiry date or is suspended for a six month period, if not authorized, the permit expires. All permits must be completed within a 24 month period.

Applicant

Name/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
Administrator-Building Official	
Approval Signature	
Date	

Notes:

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 all buildings except one- and two-unit dwellings.

Section 9.36 means the portion of the National Building Code of Canada that applies energy efficiency standards to one and two unit dwelling and certain other small buildings.

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.



Form "C" – Change of Occupancy Application
Rural Municipality of Moose Range No. 486

Change of Occupancy Application under *The Construction Codes Act*

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

Name/Company	company name if applicable	
Primary Contact	primary contact for project	
Address	for correspondence purposes	
Phone and Email	primary contact	primary contact

Permit Information

Project Location	civic address or legal description	
Current major Occupancy	written description of current use	
Proposed New Occupancy & Resulting Changes	Written description of proposed use and changes being done to complete the change.	
Attached (Required)	Code analysis <input type="checkbox"/> Yes <input type="checkbox"/> No Construction Plans and Specifications (if making changes to the building) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Area and Height	area in square meters	height in storeys
Value of Construction (if changes occurring)	\$	

For Office Use Only

Tax Roll Number	
Permit Fees	

Owner Information (include all owners listed on the property title or attach in a separate sheet)

Name/Company	
Project Contact	
Address	
Phone and Email	

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

Name/Company	
Project Contact	
Address	
Phone and Email	

Lead Designer (this is the individual responsible for the overall design...all other designers should be included on a separate sheet attached to this application)

Company	
Project Contact	
Address	

Phone and Email		

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 agent from complying with all municipal 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, local authority or its authorized representatives. I agree that no construction shall commence without proper permits and approvals.

Name	
Signature	
Date	

Notes:

A 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 area 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.

Form "D" – Permit



Rural Municipality of Moose Range No. 486

Change of Occupancy Permit under *The Construction Codes Act*

Permit Information		
Permit Number		
Project Description	written description of project	
Project Location	civic address or legal description	
Building Area and Height	area in square meters	height in storeys
	Proposed Build	
Permit Fees	\$ calculated from permit fee bylaw	

If work does not begin prior to expiry date or is suspended for a six month period, if not authorized, the permit expires. All permits must be completed within a 24 month period.

Applicant	
Name/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 • Quarts of construction where it is necessary to advise the local authority • Required field inspection of construction • Other instructions 	
Administrator-Building Official	
Approval Signature	
Date	

Notes:

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.