

**BYLAW 2957-17  
OF THE  
CITY OF CAMROSE  
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE CITY OF CAMROSE FOR BUILDING PERMITS**

**WHEREAS**, a municipality may, under the *Municipal Government Act* and regulations made thereunder, make bylaws regarding services to be provided by the municipality, and

**WHEREAS**, the City of Camrose deems it advisable to enact a Bylaw regulating the form, ~~cost~~ and content of permits for occupancy, relocation, construction, demolition or change in use of buildings.

**NOW THEREFORE** the Council of the City of Camrose, duly assembled, enacts as follows:

**1. TITLE**

This Bylaw may be cited "City of Camrose Building Permit Bylaw".

**2. PURPOSE OF BYLAW**

The purpose of this Bylaw is to provide regulations for the provision of building permits for occupancy, relocation, construction, demolition or change in use of buildings.

**3. DEFINITIONS**

- (a) **"Act"** means the *Alberta Safety Codes Act* R.S.A. C.S-1, as amended from time to time and regulations made thereunder.
- (b) **"City"** means the City of Camrose.
- (c) **"City Engineer"** shall mean the individual employed by the City as the City Engineer, or the City Engineer's delegate.
- (d) **"Safety Codes Officer"** means a person, designated as such pursuant to the Act.

Mayor



Deputy  
City  
Manager



- (e) **“Regulations”** means a Regulation or Regulations made pursuant to the Act and includes any code or standard declared to be in force by the Regulations.
- (f) **“Violation Ticket”** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000, C.P-34, as amended and regulations made thereunder and which requires payment in the amount specified in this Bylaw.
  - 3.1 Definitions contained in the Act and Regulations shall apply in this bylaw.
  - 3.2 Words importing the masculine gender only also include the feminine gender where the context so requires.

#### 4. SCOPE

- 4.1 This Bylaw shall apply to the issue of permits, as listed on Schedule “A” attached hereto and forming part of this bylaw.
  - 4.1.1 for the occupancy, relocation, construction, demolition repair, alteration, or change in use of any building regulated by the Act within the City;
  - 4.1.2 for plumbing, heating, electrical, medical gas installations, natural and propane gas installation and fireplaces related to buildings regulated by the Act; and
  - 4.1.3 Appoint members to the Camrose Arts Council.

#### 5. RESPONSIBILITIES

- 5.1 A Safety Codes Officer, or in that Officer’s absence any person duly authorized to act in that Officer’s stead, is hereby authorized and directed to receive and process applications for permits and to enforce all provisions of this bylaw.
- 5.2 To obtain a permit an applicant shall file an application on the form as required by the City and each application shall;
  - 5.2.1 be signed by the applicant;
  - 5.2.2 describe the work for which the application is being submitted;

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- 5.2.3 give other information that is required by the Act; and
- 5.2.4 submit two sets of plans and specifications, except when waived by a Safety Codes Officer
- 5.3 A permit shall be issued to the applicant if;
  - 5.3.1 The work described in an application for a permit and shown on the plans and specifications is in accordance with the provisions of the Act and Regulations;
  - 5.3.2 The fees specified in the City of Camrose Annual Fees and Charges Bylaw have been paid; and
  - 5.3.3 The applicant is in possession of a valid development permit for the work and all conditions attached to such development have been or will be satisfied.
- 5.4 When a permit is issued one set of submitted plans and specifications shall be returned to the applicant and shall be kept at the site at all times during which work is in progress, and shall be made available to a Safety Codes Officer.
- 5.5 One set of examined plans and specifications may be retained by the City.
- 5.6 Notwithstanding that a permit has been issued or review of plans and specifications has occurred, such permit or review shall be construed to be an authorization of a contravention of any provision of the Act or Regulations.

## 6. OCCUPANCY

Permission to occupy shall only be given by a Safety Codes Officer when, to the best of that Officer's knowledge, the applicable requirements of the Act and Regulations have been met/

## 7. FEES

- 7.1 The permit fee shall be paid prior to the issuance of a permit.
- 7.2 Fees payable for a permit are as outlined in the City of Camrose Annual Fees and Charges Bylaw.

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Manager



- 7.3 If the documents submitted with an application for a permit contain substantial errors or omissions, or if there is a significant change in scope, and the documents are required to be submitted again for further review and re-examination, and additional fee shall be based on the level of inspection services required as determined by the City Engineer.
- 7.4 If any relocation, construction or demolition work has been started before the issuance of a permit, the fee required by subsection 7.2 may be doubled as determined by the City Engineer.
- 7.5 The amount of any refund of fees paid to the City, may in exceptional circumstances, be varied from that provided in the City of Camrose Annual Fees and Charges Bylaw, with approval of the City Manager.

**8. FEES**

- 8.1 Any person who fails to pay the permit fee as required by this bylaw, who commences relocation, construction or demolition work prior to issue of a permit; or who commences occupancy prior to issue of a permit, is guilty of a separate offence for each day that the failure to comply with the provisions of this bylaw occurs and is liable for the penalty of five hundred dollars (\$500.00) for each such offence.
- 8.2 When a person is alleged to have contravened any provision of this bylaw, a Violation Ticket may be issued by a Peace Officer or Bylaw Enforcement Officer for each alleged offence.
- 8.3 In lieu of prosecution, the person named in a Violation Ticket may elect to voluntarily make payment to the City of the penalty amount specified in the Violation Ticket.

**9. COME INTO EFFECT**

That Bylaw 2952-17 City of Camrose Building Permit Bylaw shall come into force and effect upon the date of the final passing thereof and Bylaw #2604/08 and Bylaw 2922-16 is rescinded.

**READ a FIRST time in COUNCIL this 6<sup>TH</sup> day of NOVEMBER, A.D. 2017.**

**READ a SECOND time in COUNCIL this 6<sup>TH</sup> day of NOVEMBER, A.D. 2017.**

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**READ a THIRD time and FINALLY PASSED in COUNCIL this 6<sup>TH</sup> day of NOVEMBER, A.D. 2017.**

  
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MAYOR

  
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DEPUTY CITY MANAGER

Mayor  


Deputy  
City  
Manager  


### SCHEDULE "A"

<b>Building Permit</b>
<ul style="list-style-type: none"><li>• Relocation of any building or structure</li></ul>
<ul style="list-style-type: none"><li>• Construction of any building with a building area greater than 100 sq. ft.</li></ul>
<ul style="list-style-type: none"><li>• Any construction or alteration to a building or structure that involves structural alterations or alterations that may affect life safety</li></ul>
<ul style="list-style-type: none"><li>• Any construction or alterations that are undertaken in order to change the use or occupancy of a building</li></ul>
<b>Occupancy Permit</b>
<ul style="list-style-type: none"><li>• Any change in use or occupancy of a building</li></ul>
<ul style="list-style-type: none"><li>• Any change in tenancy of a building or space</li></ul>
<b>Gas Fitting Permit</b>
<ul style="list-style-type: none"><li>• All new installations of gas piping or related equipment</li></ul>
<ul style="list-style-type: none"><li>• Any alteration or addition of a building or space</li></ul>
<b>Plumbing Permit</b>
<ul style="list-style-type: none"><li>• All new plumbing installations</li></ul>
<ul style="list-style-type: none"><li>• All renovations that require adding to or deleting any drainage lines</li></ul>
<b>Heating, Ventilation, Air Conditioning Permit (HVAC)</b>
<ul style="list-style-type: none"><li>• All new heating installations</li></ul>
<ul style="list-style-type: none"><li>• Alterations to existing heating systems</li></ul>
<ul style="list-style-type: none"><li>• Replacement of heating appliances</li></ul>
<b>Electrical</b>
<ul style="list-style-type: none"><li>• All new electrical installations</li></ul>
<ul style="list-style-type: none"><li>• Any addition or alterations to existing electrical installations</li></ul>
<b>Medical Gas Piping System Permit</b>
<ul style="list-style-type: none"><li>• All new medical gas installations</li></ul>
<ul style="list-style-type: none"><li>• Any addition or alteration to existing medical gas installations</li></ul>
<b>Demolition Permit</b>
<ul style="list-style-type: none"><li>• The demolition or removal of any building or structure</li></ul>

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