



CROWSNEST PASS
Naturally Rewarding

Development & Safety Codes Permitting Workshop

Presented by the
Development & Safety Codes Department

**THIS WORKSHOP WAS DELIVERED IN PERSON ON MAY 9, 2019, AND IS PROVIDED FOR
INFORMATION ONLY.**

Welcome & Agenda

1. Introduction
2. General Permit Information
3. Development Permits
4. Safety Codes
 - Building Permits
 - Electrical Permits
 - Plumbing & Gas Permits
5. Closing Statements
6. Q & A



Mel Bohmer, Director of Development, Engineering & Operations

Introduction & General Permit Information

Introduction

Today is about general concepts and an introduction to Developing in the Crowsnest Pass.

If you have a specific project in mind, or specific questions, please call the Municipal Office at to set up a personal appointment.

Types of Permits You May Need

- Development Permit
- Building Permit
- Plumbing & Gas Permit
- Private Sewage Disposal Systems Permit
- Electrical Permit

How Long Does it Take to get a Permit?

Timeframes completely depend on the type of permit, however, the process is often delayed due to insufficient documentation being submitted.

Ensure you have all required drawings, letters, etc. submitted with your application.

Why Do You Need So Many Documents?

Navigating the Land Use Bylaw or the Alberta Building Code is a complicated process. Our staff are here to assist and guide you.

When the Municipality requests more information, it is usually because of regulatory requirements or as mandated in Municipal Bylaws/Policies.

We're Here to Help!

We want your project to be successful! If you want to discuss requirements for your project:

Call the Municipal Office at **403-562-8833** to book an appointment.



Lisa Kinnear, Development Officer

Development (Land Use) Permitting

Development

1. Statutory Planning
2. Land Use Designation / Re-designation
3. Development Permit Triggers
4. New Business Examples
 1. Home Occupation Class 1
 2. Home Occupation Class 2
 3. Commercial or Industrial Property

Municipal Statutory Plans

- Municipal councils establish general development policies through 5 types of plans:
 - Municipal Development Plan (MDP) - Bylaw 556, 2001
 - Mandatory for municipalities with population > 3500
 - Establishes policies for land use in entire municipality
 - Area Structure Plans (ASP) – A variety in place for CNP
 - Optional; provide more detailed planning for given sub-area or development within a municipality

Municipal Statutory Plans

- Area Redevelopment Plan (ARP) – none currently in place for CNP
 - Optional; outlines proposals for areas which are undergoing or expected to undergo re-development
- Intermunicipal Development Plans (IDPs) – Ranchlands and Pincher Creek Plans under development
 - Mandatory; where two or more municipalities develop plans applicable to fringe areas where consensus on usages desired
- Land Use Bylaw (LUB) – Bylaw 868, 2013
 - Plan where general policies are implemented

Land Use Bylaw

- Municipality of Crowsnest Pass Land Use Bylaw (LUB; Bylaw 868, 2013)
 - Municipal Government Act (Section 639 – 640) requires all municipalities to adopt a Land Use Bylaw which regulates the use and development of parcels of land
 - Divides municipality into districts, prescribing permitted and/or discretionary uses for each district
 - Provides system for issuing development permits
 - Describes standards for development

Land Use Bylaw

- 'Zoning' Style Bylaw
 - Parcels are assigned Land Use Designation which outlines intended use:
 - Permitted, Discretionary and Prohibited Uses
 - Setbacks and Development Standards
 - Historic Commercial Overlay District

Why Change a Designation?

- ▶ Most re-designations are triggered when a proposed use is not listed as Permitted or Discretionary in existing district.
- ▶ Re-designation evaluates the property for the suitability of the proposed use as well as other potential uses which may be allowed in the new district

Re-Designation Process

▶ Process Steps

- Pre-screening
- Application
 - Including supporting Documentation
 - Re-designation Bylaw Drafting and Review
 - Area Structure Plan Bylaw Drafting and Review
 - Administrative Review and Comment
 - Application Deemed Complete
- First Reading
 - ORRSC Formal Review / recommendation
 - MPC Review / recommendation
- Public Hearing
 - Notification of Adjacent landowners and
- Second and Third reading

What Council Considers

- MDP Policies and Identified Future Development Areas
- Adjacent Uses
- Suitability of Land for Proposed Use
 - Servicing
 - Transportation Access
 - Environmental and Landscape Constraints

Development Permit Triggers

▶ Three typical

— New Structures

- Garages, sheds > 150 sq ft, any new commercial or industrial

— New Uses

- Commercial or Industrial
- Home Occupation (Class 2)
- Discretionary Uses

— Signage

- New signs

Development Permit Exemptions

- ▶ Examples of exempt developments include
 - Commercial Change of Use from Permitted Use to Permitted Use
 - Residential Unenclosed Decks
 - Residential Sheds < 150 sq ft
 - Change of Copy for Signage
 - Landscaping < 2 ft in elevation

must meet all other standards of bylaw to be exempt

Development Permit Process

- ▶ Preliminary Review / Consultation with Development Officer
- ▶ Application Submitted
- ▶ Application Review and Referral
- ▶ Decision Rendered and Permit Issued
- ▶ Appeal Period
- ▶ Permit Valid

Development Permit Authorities

Authority	- Powers / Development Types
Development Officer	<ul style="list-style-type: none">- Decides on Permitted Uses where all other standards can be met- Can give one variance of one measurable standard up to 20%
Municipal Planning Commission	<ul style="list-style-type: none">- Decides on Discretionary Uses- Unlimited variance power- Cannot vary uses
Council	<ul style="list-style-type: none">- Decides on permits within Direct Control Districts- Unlimited variance power- No appeal
Subdivision & Development Appeal Board	<ul style="list-style-type: none">- Renders decisions on appeals- Can uphold original decision, overturn decision, vary conditions

Permit Timelines

Permit Type	Typical Processing Timeline *from date application deemed complete
Permitted Use	3-4 weeks <ul style="list-style-type: none">- Permit usually processed and issued within 1-week- 2-week appeal period
Discretionary Use	6-8 weeks <ul style="list-style-type: none">- Municipal Planning Commission meetings scheduled once monthly- Notifications mailed 2 weeks prior to meeting- 3 week appeal period for newspaper advertisements <p>*Special meetings may be scheduled on payment of fee</p>
Direct Control	8-12 weeks <ul style="list-style-type: none">- Municipal Planning Commission reviews application- Must be scheduled on regular council meeting

New Business Examples

- ▶ Home Occupation Class 1
 - Accountant
- ▶ Home Occupation Class 2
 - Massage Therapist
- ▶ Commercial Change of Use
 - Restaurant

Home Occupation Class 1

- ▶ Accountant
 - Home Use is office and phone only
 - No visitation to home by clients
 - No production of goods in-home
- ▶ No Development Permit Required
- ▶ Only a business license is required

Home Occupation Class 2

- ▶ Massage Therapist
 - A room is dedicated to the therapy 'studio'
 - Clients visit the premises for appointments
 - Parking is required for clients
 - Referral to Alberta Health Services is undertaken
- ▶ A Development Permit is required
 - Discretionary use; the Municipal Planning Commission renders the decision
- ▶ After a Development Permit approved and appeal period passes, business license can be issued

Commercial Change of Use

- ▶ New Restaurant in previously Retail Space
 - Property designated C-1
 - Restaurant is permitted use; Schedule 3 provides an exemption for changes of use from permitted use to permitted use
 - No development Permit Required
 - Proposal referred to Safety Codes Officers
 - Business license issued



John Hawkins, Building Safety Codes Officer

Building Permits

What's been going on in the MCNP?

Building Permit Stats for MCNP

- ▶ New Home's Registered with Municipal Affairs in MCNP since February 1, 2014,
- ▶ 70 and Counting
- ▶ Pincher Creek 73
- ▶ Cardston 63
- ▶ Pincher Creek No. 9 Municipality 43
- ▶ Fort Macleod 28
- ▶ Claresholm 28
- ▶ Nanton 32
- ▶ High River 354
- ▶ Taber 89

Project Values and Permit Fees

- ▶ Approximate Project Value of Building Permits in the same time Frame from 2014 in the MCNP.
- ▶ \$70,000,000
- ▶ Building Permit Fees Collected based on Project Value Last 5 Years
- ▶ \$485,708.93
- ▶ 518 Building Permits

Building Permits: Why, Where, Who, When

Why are Building Permits Required?

Building permits are required by Provincial Legislation, set out by the Safety Codes Act (SCA) and Alberta Building Code (ABC).

Where to Apply?

Submit all MCNP Permit applications At the MCNP front Counter or by Email to john.hawkins@crowstpass.com

Who Reviews the Permit Applications?

Each Permit application submitted to the MCNP is evaluated by a Building Safety Codes Officer (SCO) on a case-by-case basis.

- Safety Codes Officer = AKA =Building Inspector

When are Building Permits required?

Examples;

- ▶ A tenant space has a new use; as classified by the Occupancy type in the Alberta Building Code (e.g. a retail store changes to a restaurant).
- ▶ Any *Construction* including New, Renovations and Additions, is being done.
- ▶ Any Structural modifications or changes to a Building.
- ▶ Your HVAC Mechanical equipment needs to be upgraded to meet building code, due to a change in use (e.g. car detailing to engine repair affects ventilation rates; using a forklift in a warehouse may require additional ventilation).
- ▶ You are the first tenant in a space.
- ▶ The Project Value exceeds \$5,000
- ▶ To replace or Alter HVAC Ductwork in a Building outside Single Family Residential
- ▶ Demolition of a Building
- ▶ Matters affecting Health and Safety are at risk. Fire Alarm Systems, Fire Separations etc.
- ▶ There is a change in kitchen or mechanical ventilation equipment or new equipment being installed.
- ▶ There is a change to the occupant load.

When are Building Permits not required?

- ▶ The Occupancy (use and space remain unchanged) such as residential to residential, Dental office to Dental office, or retail store to retail store.
- ▶ If the scope is primarily cosmetic, such as painting or furniture.
- ▶ The Building is under $10\text{m}^2 = 108 \text{ Sqft}$.

What Other Safety Codes Permits are also typically required with a Building Permit?

- ▶ Construction and Renovations will typically require permits for plumbing, gas, electrical or Private Sewage and Disposal, which must be issued accordingly, before work is started.

Any Questions on the Building Permitting Process so far?





Building Permitting and Registered Professional Involvement

Professional Involvement may be Required for Construction Projects

- ▶ Potential Types of Professional Involvement
 - Architects and Interior Designers
 - Engineers and Geotechnical
 - Mechanical
 - Electrical
 - Structural
 - Geotechnical
- ▶ Reminder: Professional Involvement can be required for both Part 9 or Part 3 Buildings.

Two Governing Bodies of Registered Professionals in Alberta



**The Alberta
Association of
Architects**

Architects and Licensed Interior Designers



The Association of Professional
Engineers and Geoscientists of Alberta

Professional Involvement is Required When?

- ▶ When a Building falls under the requirements of Division C. Part 2 of the Alberta Building Code,

When applying for a Permit, what is required to be submitted if Professional Involvement is Required?

- ▶ Schedules A1, A2, B1, and B2 must be submitted with a Building Permit application, before a Building Permit can be issued.
- ▶ All Drawings are required to be imprinted with the seals or stamps of a registered architect or a professional engineer, the drawings must be sealed or stamped by the respective professional.
- ▶ Under the *Safety Codes Act*, the *Alberta Building Code* stipulates that an Alberta professional engineer's stamp must be affixed to certain documents where engineering work is involved. Authorities that issue building permits are required to reject applications or to stop work on buildings if APEGA-licensed engineers are not involved.

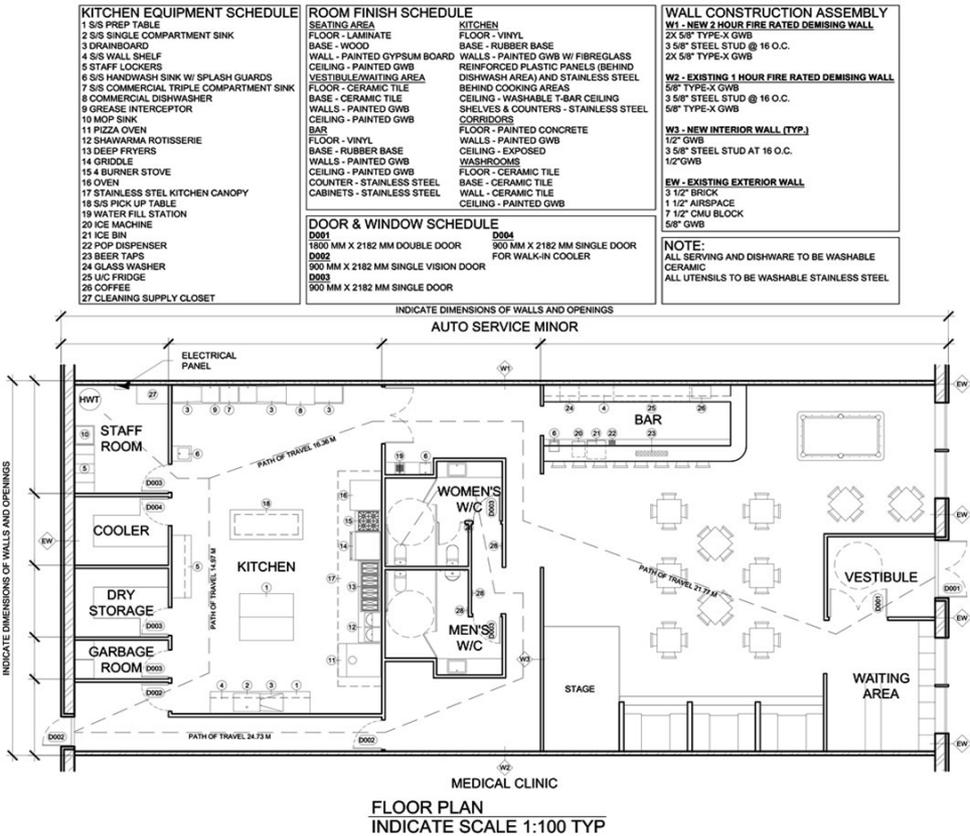
Professional Involvement Chart – As required by Part 2

Professional Involvement Chart						
Professional Seal Requirements of the Alberta Building Code 2006						
Classification Group A, B 2.3.3.1.(2)	Max 300 m ²		Max 150 m ² Max 150 m ²		Max 100 m ² Max 100 m ² Max 100 m ²	
					Three Storeys Max	¹ Seals/ Stamps Not Required
Classification Group C 2.3.3.1.(2)	> 300 m ²		> 150 m ² > 150 m ²		> 100 m ² > 100 m ² > 100 m ²	
					More Than Three Storeys	² Architect and Engineer
Classification Group C 2.3.3.1.(2)	Max Units	4	Dwelling	Single Family		
						¹ Seals/ Stamps Not Required
Classification Group C 2.3.3.1.(3)	Apartments or Similar				Single Family	
	² 5 to 20 Dwelling Units				Three Storeys Max	² Architect and Engineer
Classification Group C 2.3.3.1.(4)	More Than 20 Dwelling Units				Single Family	
					More Than Three Storeys	² Architect and Engineer
Classification Group C 2.3.3.1.(2)	Max 400 m ²		Max 200 m ² Max 200 m ²		Max 130 m ² Max 130 m ² Max 130 m ²	
					Three Storeys Max	¹ Seals/ Stamps Not Required
Classification Group C 2.3.3.1.(2)	> 400 m ²		> 200 m ² > 200 m ²		> 130 m ² > 130 m ² > 130 m ²	
					More Than Three Storeys	² Architect and Engineer

Registered Professionals Need to Know Information to start Designing the Building?

- ▶ The building classification, (type of occupancy) building area, building height, and the number of stories must be established so the Registered Professionals can determine the following when doing their Design as per the ABC and any referenced Standards:
 - Construction material required - combustible or non-combustible.
 - Fire resistance ratings for floors, roof, and load-bearing wall, columns, beams etc.
 - Numbers and location of exits.
 - Heating Ventilation and Air Conditioning Systems
 - Requirements for fire protection such as sprinkler, fire alarm, standpipe systems, hydrants.
 - Water supply for firefighting.

Plans/Specifications need to be Drafted and Designed that will be Stamped by the Registered Professional to submit for a Building Permit



ISSUED FOR:	
PROJECT:	CONSTRUCTION
DRAWING NAME:	DE VIL'S TAVERN
	ARCHITECTURAL
DRAWN BY:	CC
CHECKED BY:	CC
DATE:	25-01-2017
SCALE:	NTS
PROJECT NUMBER:	001
SHEET:	
A00.2	

Any Questions on Professional Involvement?





Change of Occupancy Use

What is a Change of Occupancy Use?

- ▶ When any Buildings Occupancy, as Classified by the Alberta Building Code, changes to another Occupancy Classification
- ▶ Different from Development Land Zoning.
- ▶ Types of ABC Classification Groups;
 - A - 1,2,3,4 – Assembly Occupancies
 - B - 1,2,3 – Detention, Treatment, and Care
 - C - Residential
 - D - Business and Personal Services
 - E – Mercantile
 - F – 1,2,3 – Industrial

First Stage: Establishing The Development and ABC requirements

- ▶ An Important Part of the Process is, before investing in a Building for any Business!!! (Please invest in this process)
 - **Business owners and contractors should consult with a design professional before financially committing to a location, as the cost to make necessary upgrades or changes to a building are expensive.**
 - A design professional will say to the Business Owner and Contractor the ABC requirements are, For Example;
 - The MCNP does not determine who should perform or pay for any necessary upgrades between a tenant, building manager or landlord, but **a business license cannot be issued for a space that does not satisfy the requirements of the Alberta Building Code.**

Second Stage: Designing the Plans for the Building

- ▶ Depending on how the building is classified, changes and upgrades may be necessary to accommodate the proposed activity. For example, a building without sprinklers may be suitable for a retail store, but not suitable for a restaurant when taking into consideration the size, construction type, and mechanical ventilation.
- ▶ Knowing the ABC building classification Under Part 3 is critical to design and construction, so that a Designer can determine:
 - Fire ratings of walls, floors, mezzanines and roofs
 - Construction type (combustible, non-combustible or combination of both)
 - If sprinkler and fire alarm systems are required

Designing the Plans

- ▶ The Alberta Building Code also determines:
 - Maximum occupant load
 - Barrier free accessibility and washroom design
 - Required exiting
 - Fire alarm and detection requirements

Designing the Plans

- ▶ Due to the complexity of interpreting the classification, you may need to engage with a consultant that can conduct a building code analysis in order to identify the building classification and the rules related to that class before preparing your plans and documents.
- ▶ Designers can contact the local Building SCO to discuss ABC requirements and get feedback, if there proposed Design is on target to comply with the ABC.
- ▶ Building SCO's will endeavor to put forward ALL the ABC requirements that need to be considered by the Designer when doing the Design.
- ▶ Ensure the building classification and all Occupancy Types (mixed Occupancy Bldg.) is clearly indicated on your plans. Providing this information reduces delays in your application review.

Third Stage Bldg Permitting.

- ▶ Before You Start Construction (as defined by the ABC)
 - **Building permits may be required for a new business or a business changing ownership, even if there is no construction planned.**
 - A building permit is required so that a Safety Codes Officer can review the suitability of a space for a business.
 - Upgrades to the space may be necessary to comply with the Alberta Building Code and all applicable health and safety standards.
 - The approvals your Business requires may differ from previous Businesses in the same location.

Walk-In Hours

- It is difficult to completely discuss the Complex process Construction is, in addition to Building Permit requirements in an Hour Time frame. Hopefully this has begun to establish what the process looks like if you;

Have further questions?

Please book an appointment or drop in during Walk-In Hours:

Tuesdays/Thursdays

8:30am – 10:30am

Any Questions on Change of Occupancy Use?



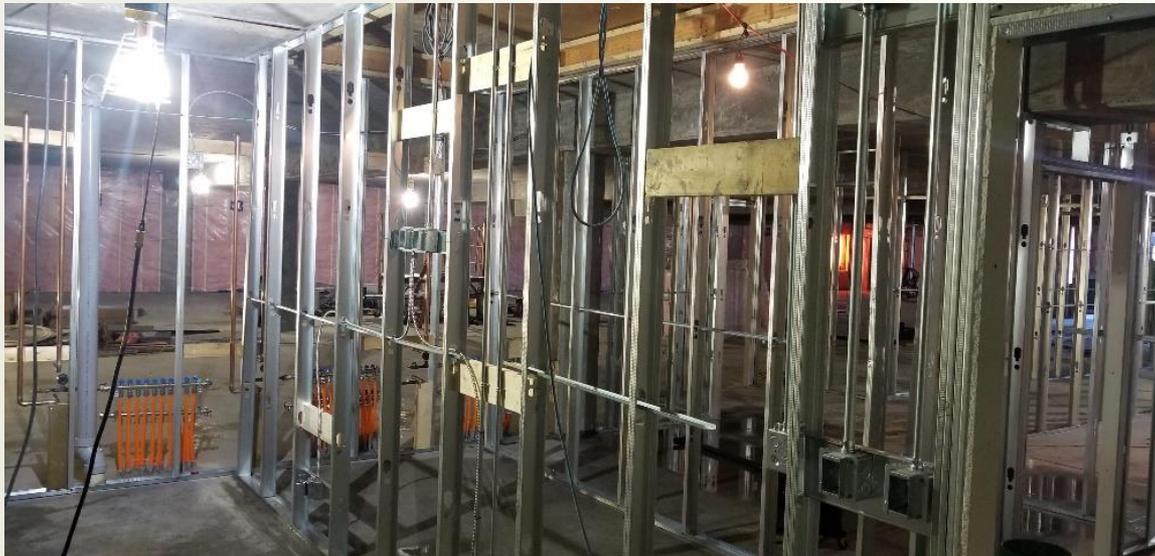


Trevor Block, Electrical Inspector

Electrical Permits

When is an Electrical Permit required?

- A permit in the electrical discipline is required to install, alter or add to an electrical system



Who can pull an Electrical Permit?

- Home Owners (limited circumstances)
- Master Electricians
- Rural Wireman
- Powerline Construction Companies
- Sign Installation Technicians

Home Owner Electrical Permits

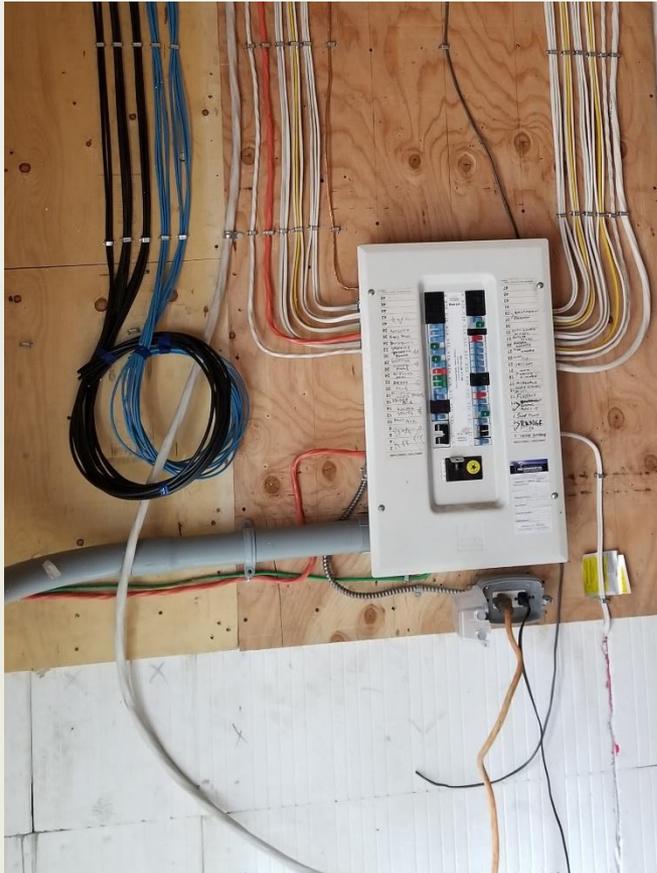
- There are restrictions to when a Home Owner can pull an electrical permit:
 - Owner must reside, or intend to reside, in a Single Family Dwelling where the electrical system serves that dwelling
 - Owners of farm building(s) served by a single-phase electrical system

Final Inspection Requirements

- ▶ All devices and outlets need to be completed switches and receptacles.
- ▶ All lighting boxes need to have blank covers or fixtures in place to cover wires and connections.
- ▶ All wires and connections need to be capped off with wire connectors and taped to prevent anyone from coming into contact with, best to enclose in junction box and secure.



Final Inspection Requirements



- ▶ All Fire alarm devices need to be installed and operational
- ▶ All arc-fault circuits will be tested to each breaker
- ▶ All GFI receptacles will be tested back to breaker
- ▶ All heating and ventilating equipment needs to be interlocked and running correctly.
- ▶ All panel wiring needs to be labelled correctly and each circuit marked and identified.

Any Questions?





Carey Pedersen, Plumbing & Gas Inspector

Plumbing & Gas Permits

PSDS Permits

Plumbing & Gas Permits

- All plumbing and gas installations require permits, including installations for renovation work.
- A homeowner can apply for a gas permit only if he or she is an Alberta certified journeyman gasfitter working on a single family residential home. The homeowner applicant must reside, or intend to reside, at the work location and must apply in person with proof of qualifications.

Temporary Heat Permits

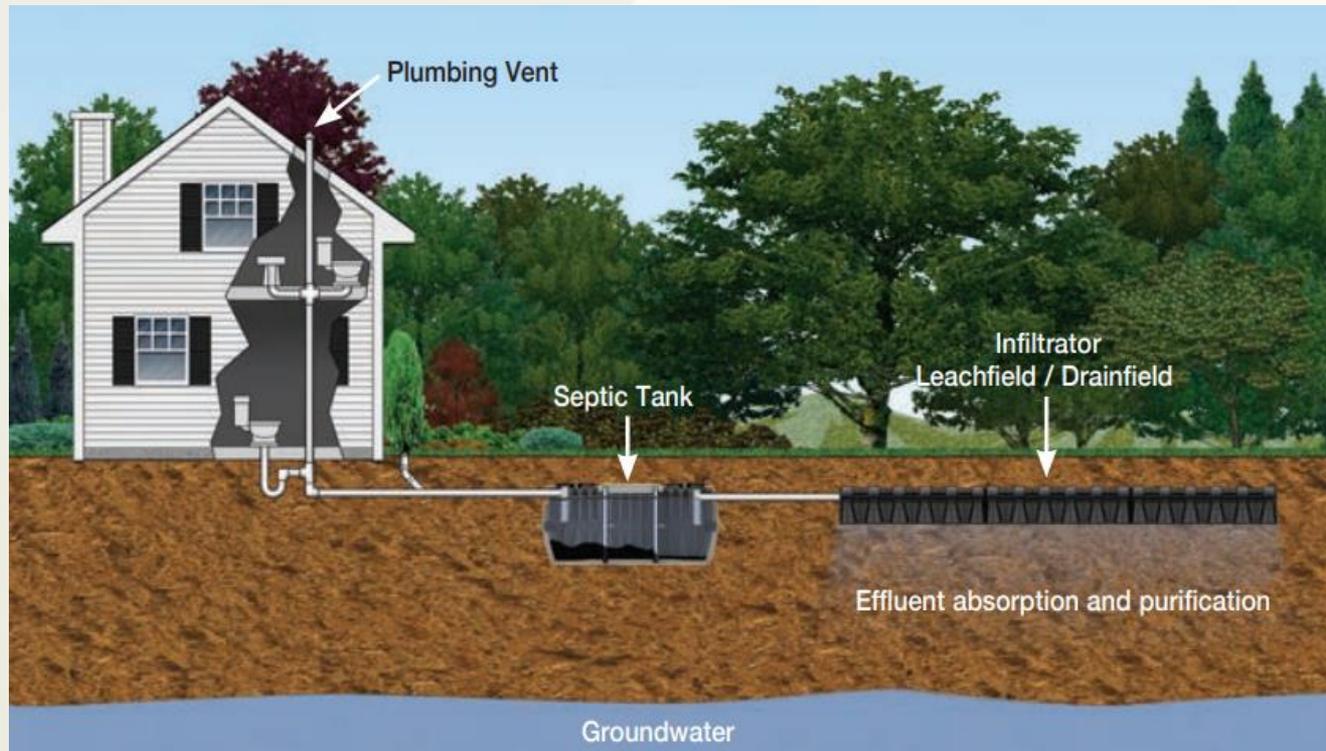
- ▶ Separate permits are required for Temporary Heat including propane, natural gas, and heater installations on construction sites.
- ▶ When you rent a construction heater for a job site, you are responsible for making sure all equipment is approved and certified, and that it is set up, maintained and used properly.
- ▶ Propane tanks, cylinders and hoses must be protected from vehicles and moving equipment by placement of approved barriers.
- ▶ Propane cylinders must always remain upright and must be moved by using designated equipment and methods.
- ▶ Placement of propane tanks and cylinders must comply with clearance requirements from doors or windows, property lines, and ignition sources.

Private Sewage Disposal Systems

- ▶ PSDS Permits are required for:
 - Holding Tanks
 - Open Discharge Systems
 - Septic Fields
 - Septic Mounds
 - Privies (Outhouses)

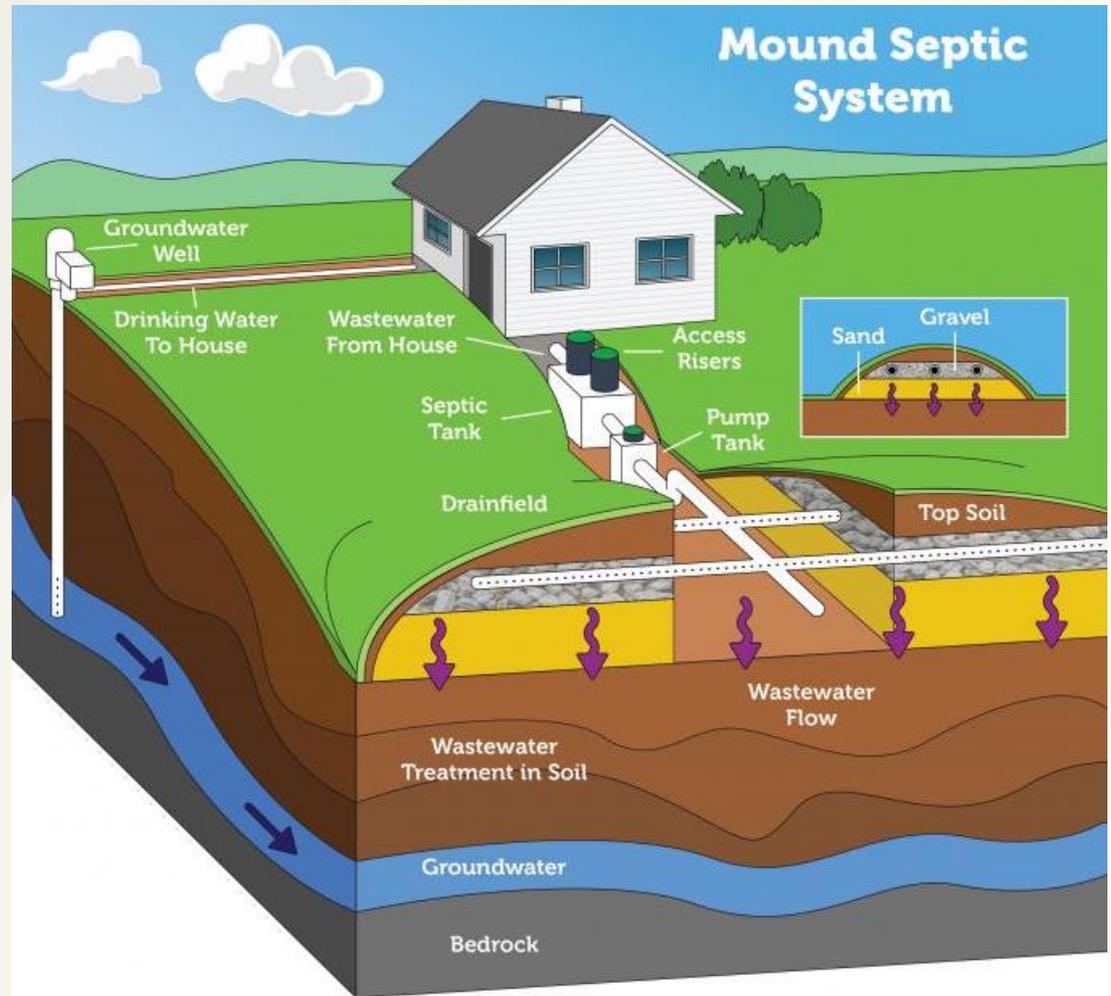
Private Sewage Disposal Systems

► Septic Field



Private Sewage Disposal Systems

► Septic Mound



Private Sewage Disposal Systems

- ▶ PSDS Permits are NOT required for:
 - Replacement of any equipment of a private sewage disposal system with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the design of the system

Private Sewage Disposal Systems

- ▶ PSDS Permits may be issued to:
 - Private sewage installers for any private sewage system
 - Restricted private sewage installers for the installation of a holding tank
 - An Owner who resides or intends to reside in a single family residential dwelling for any private sewage system if the PSDS serves the dwelling

Any Questions?





Mel Bohmer, Director of Development, Engineering & Operations

Closing Statements

Closing Statements

- ▶ Thank you for Coming!
- ▶ There will be a Question Period next
- ▶ After questions lunch will be served
- ▶ During the lunch period, staff will be available for questions



Questions?

To Book an Appointment: 403-562-8833

Safety Codes Walk-In Hours: Tuesday/Thursday 8:30am -10:30am