



Date of Consolidation: March 28, 2024

Consolidation of Bylaw No. 946, 2016

Municipality of Crowsnest Pass

Safety Codes Permit Bylaw

Adoption March 1, 2016

As Amended By:

Bylaw No. 1120, 2022 adopted February 7, 2023

Bylaw No. 1150, 2023 adopted June 6, 2023

Bylaw No. 1179, 2024 adopted February 6, 2024

Safety Codes Permit Bylaw

A Bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, pursuant to the provisions of the Safety Codes Act of Alberta, relative to the bylaw making powers of a municipality to regulate the form, content and costs of permits for the use, occupancy, relocation, construction or demolition of buildings as well as for the cost of permits for electrical, gas, plumbing and private sewage disposal system installations. **Amended – Bylaw 1122, 2022, Adopted February 7, 2023.**

WHEREAS the Legislature of the Province of Alberta has passed the Safety Codes Act, Chapter S-1, Revised Statutes of Alberta 2000, as amended; **Amended – Bylaw 1122, 2022, Adopted February 7, 2023**

AND WHEREAS the Municipality of the Crowsnest Pass is an accredited Municipality with the Safety Codes Council; **Amended – Bylaw 1122, 2022, Adopted February 7, 2023**

AND WHEREAS pursuant to section 66 of the Safety Codes Act, the Municipality of the Crowsnest Pass as an accredited municipality may make Bylaws:

- (a) respecting fees for anything issued or any material or service provided pursuant to this Act, and
- (b) respecting the carrying out of its powers and duties as an accredited municipality.
- (c) to carry out its powers and duties under the Forest and Prairie Protection Act, and
- (d) respecting minimum maintenance standards for buildings and structures.

Amended – Bylaw 1122, 2022, Adopted February 7, 2023

AND WHEREAS the Council of the Municipality of Crowsnest Pass determines it prudent to establish standards and best practices for the construction of a residence within 300 metres of former nuisance grounds (Area of Potential Environmental Concern), it wishes to amend the Safety Codes Permit Bylaw accordingly. **Amended – Bylaw 1150, 2023, Adopted June 6, 2023**

NOW THEREFORE, under the authority of and/or subject and pursuant to the provisions of the Safety Codes Act, Chapter S-1 and the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following bylaw amendments: **Amended – Bylaw 1122, 2022, Adopted February 7, 2023**

1 TITLE

This Bylaw may be cited as the “Safety Codes Permit Bylaw” of the Municipality of Crowsnest Pass.

2 DEFINITIONS

- 2.1 “**Act**” means The Safety Codes Act, Chapter S-1, RSA 2000, Statutes of Alberta as amended, from time to time.

- 2.2 **“Bylaw”** is a bylaw of the Municipality of Crowsnest Pass.
- 2.3 **“Accredited Municipality”** means a municipality that is designated as an accredited municipality pursuant to the Safety Codes Act.
- 2.4 **“Safety Codes Officer”** means an individual designated as a Safety Codes Officer pursuant to the Safety Codes Act;
- 2.5 **“Municipality”** means the Municipality of Crowsnest Pass;
- 2.6 **“Permit Issuer”** means an individual designated to issue permits pursuant to the Safety Codes Act;
- 2.7 **“UQMP”** means Uniform Quality Management Plan as authorized by the Safety Codes Council of Alberta;
- 2.8 **“NBC-ABE”** means the National Building Code – 2019 Alberta Edition”; ***Amended – Bylaw 1120, 2022, Adopted February 7, 2023***
- 2.9 All definitions contained in the Safety Codes Act shall have a similar meaning when used in this Bylaw.
- 2.10 **“FireSmart”** means the voluntary programs presently established at federal and provincial levels to promote the use of fire rated construction materials and other considerations that could reduce the risk of wildfires impacting communities in the Wildland-Urban Interface.” ***Amended – Bylaw 1120, 2022, Adopted February 7, 2023***

3 EFFECTIVE DATE

- 3.1 Bylaw 946, 2016 comes into full force and effect upon the third and final reading thereof.
- 3.2 Section 22.3 comes into full force and effect on June 1, 2016
- 3.3 That Bylaws No. 755, 2008 and No. 674, 2006 and No. 645, 2005 be repealed.

4 ADMINISTRATION

- 4.1 It is the purpose of this Bylaw to stipulate the conditions, requirements and fees of permits for the use, occupancy, relocation, construction and demolition of buildings and for electrical, gas, and plumbing permit fees within the Municipality.

**This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator’s Office for assistance only.
Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**

- 4.2 Safety Codes Officers are hereby authorized and directed to enforce all provisions of the Bylaw.
- 4.3 The Safety Codes Officer shall perform all responsibilities outlined in the Municipality's UQMP signed by the Municipality and the Administrator of Accreditation for the Alberta Safety Codes Council.
- 4.4 The Safety Codes Officer shall perform. In addition to the responsibilities and inspections contained in the Municipality's UQMP, those inspections contained in Schedules A through D of this Bylaw.
- 4.5 The Safety Codes Officer(s) and/or administration shall keep an accurate account of all permits issued and all fees collected and received under this Bylaw.
- 4.6 It is the intention of the Municipal Council that separate provisions of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Municipal Council that if any provisions of this Bylaw were declared invalid, all other provisions thereof shall remain valid and enforceable.

5 PROHIBITION

- 5.1 No person shall commence the use, occupancy, relocation, construction or demolition of any building or commence with electrical, gas, plumbing or private sewage disposal system installations without first obtaining a permit from a Safety Codes Officer to do so.
- 5.2 No person shall commence or cause the commencement of:
 - 5.2.1 The excavation of any land for the purpose of erecting or locating any building; and
 - 5.2.2 Any work or undertaking which is regulated by the Act; for which a permit under the regulation of this Bylaw, or the Act has not been issued.
- 5.3 If the Municipality cannot readily issue a permit and there is imminent serious danger to, or imminent serious danger of damage to persons or property because of a thing, process or activity to which this Bylaw applies or because of a fire hazard or risk of an explosion, a person may, without a permit, start an undertaking for which a permit is required under this Bylaw but that person must apply for a permit as soon as the Municipality is available.

6 PERMIT APPLICATIONS

- 6.1 To obtain any required permit, an applicant shall first file an application in writing on the prescribed form and each applicant shall:
- 6.1.1 state the use or proposed use of the premises; and
 - 6.1.2 identify and fully describe the work to be covered by the permit for which the application was made; and
 - 6.1.3 clearly set forth the address or location and legal description of the land at or in which the undertaking will take place; and
 - 6.1.4 include the owner's name and mailing address; and
 - 6.1.5 include information indicating the prevailing market value of the undertaking to enable the Municipality to determine the permit fee as requested by the prescribed document; and
 - 6.1.6 describe the undertaking, including information, satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking; and
 - 6.1.7 set out the name, complete address, telephone number and evidence of credentials required of the applicant, together with the written or electronic signature of the applicant; and
 - 6.1.8 state the type of occupancy; and
 - 6.1.9 be signed by the owner of the land or his authorized agent showing or providing evidence of authorization; and
 - 6.1.10 include any site plans as required by each discipline's prescribed form; and
 - 6.1.11 include copies of plans and specifications for the proposed undertaking; and
 - 6.1.12 include documentation required to verify information provided by the applicant; and
 - 6.1.13 include any further information as may be required by the Act: and
 - 6.1.14 pay all fees required under the Fees, Rates and Charges Bylaw and the Safety Codes Act.
- 6.2 A homeowner may apply as a contractor and pay fees associated with contractor rates as per the Fees, Rates and Charges Bylaw providing that:

- 6.2.1 the homeowner holds a valid trades certificate; and
- 6.2.2 maintains a valid business license.

7 PERMIT ISSUANCE

- 7.1 Plans and specifications may be circulated by a Safety Codes Officer to other departments of the Municipality and Province to be examined for compliance with Orders, Regulations and Bylaws under their jurisdiction.
- 7.2 Where an application for a permit has been made and the proposed work set out in the application conforms to this Bylaw and the Act, a permit shall be issued provided the appropriate fee has first been paid in accordance with the Fees, Rates and Charges Bylaw.
- 7.3 A permit issuer may issue a permit to an applicant that is the owner of the building or to the owner's agent. If the owner's agent is a contractor, the contractor must provide a valid trade certificate and a current business license.
- 7.4 The Municipality may issue a permit for an undertaking referred to in section 6.
- 7.5 Plans which have been submitted for examination for which no permit is issued, and on which no action is taken by the owner for ninety (90) days, may be destroyed.
- 7.6 The issuance of a permit or an examination of plans and specifications shall not be construed to be a permit for, or approval of, a contravention of any provision of the Act.
- 7.7 No permit, presuming to give authority to contravene the provisions of the Act shall be valid except in so far as the work or use it authorizes is lawful.
- 7.8 Where required by the discipline to acquire a permit, the issue of a permit based upon plans and specifications shall not prevent a Safety Codes Officer from thereafter requiring the correction of work being carried out thereunder when a contravention of any provisions of the Act or of this Bylaw takes place.
- 7.9 One set of examined plans, specifications and computations shall be retained as outlined in the UQMP, and one set of examined plans and specifications shall be returned to the applicant.

8 PERMIT TERMS AND CONDITIONS

- 8.1 In the absence of a different term set within this Bylaw, a permit expires if the undertaking which it applies
- 8.1.1 is not commenced within 90 days from the date of issue of the permit; or
 - 8.1.2 is suspended or abandoned for a period of 120 days; or
 - 8.1.3 is in respect of a seasonal use residence and the undertaking is suspended or abandoned for a period of 240 days after the undertaking is started.
- 8.2 If it appears to a Safety Codes Officer that special circumstances exist, he may extend the period of validity of the permit for a fixed period of time when a written request with a satisfactory explanation is submitted and that the permit issuer considers appropriate.
- 8.3 Notwithstanding any other provisions contained in this Bylaw a Safety Codes Officer, upon receiving an application for a permit required by this Bylaw, may grant permission for the applicant to carry out preparatory operations before plans are thoroughly examined and approved, and before a permit required hereunder is issued if it appears to him that there will be no requirement for any change in the size or position of the building.
- 8.4 Notwithstanding permission given by a Safety Codes Officer to allow preparatory operations to be carried out on a building before a permit is issued, the applicant:
- 8.4.1 shall not in carrying out the preparatory work contravene any provisions of this Bylaw, any other Bylaw of the Municipality of Crowsnest Pass or the Act.
 - 8.4.2 shall not proceed beyond the stage of the operations indicated by the Safety Codes Officer; and
 - 8.4.3 shall be solely liable for all loss or expense incurred by him in the event that subsequent examination of the plans and application indicates that the building may not, in fact, be erected as shown.
- 8.5 No person shall without prior consent, in writing, of a Safety Codes Officer:

- 8.5.1 alter, erase or modify any drawing or specification included with an application for a permit made pursuant to this Bylaw; or
 - 8.5.2 perform any work differing from or enlarging the work for which a permit has been issued pursuant to this Bylaw or temporary permission has been given pursuant to Section 8.3 and 8.4.
 - 8.5.3 breach of any of the conditions upon which the permit is issued.
- 8.6 A Safety Codes Officer may by notice in writing suspend, cancel or revoke a permit, if the permit has been issued:
- 8.6.1 in error; or
 - 8.6.2 on the basis of incorrect information supplied; or
 - 8.6.3 there is a contravention of any condition under which the permit was issued; or
 - 8.6.4 in contravention of any provisions of the Act or of this Bylaw; or
 - 8.6.5 the permit fee has not been paid.

9 DEVIATION FROM PERMIT CONDITIONS

- 9.1 If, before the work has been commenced or during the process thereof, it is desired to deviate from the application, approved drawings or specifications, notice of such intention to deviate shall be made in writing to a Safety Codes Officer whose consent shall be obtained before such deviation may be made.
- 9.2 If a Safety Codes Officer after receiving a notice of intention to deviate pursuant to Section 9.1 considers it necessary, a new revised application, together with new or revised drawings and specifications or as the Safety Codes Officer may deem necessary or desirable shall be furnished before a revised permit or consent to a deviation to an existing permit is issued by a Safety Codes Officer.

10 PERMIT TRANSFER AND TERMINATION

- 10.1 If a holder of a permit relinquishes the holder's interest or participation in the undertaking governed by the permit before the undertaking is complete, the permit or any label or identification number issued as part of a permit;

- 10.1.1 is terminated, and
- 10.1.2 applies only to the part of the undertaking completed before the termination unless the Municipality authorizes the permit or label or identification to be transferred.
- 10.2 A permit is not transferable to any other person unless the transfer is authorized in writing by the Municipality.

11 OCCUPANCY PERMISSION

- 11.1 Pursuant to the provisions of section 22(a) of the Permit Regulation, Alberta Regulation 204/2007, and the relevant provisions for Occupancy in the National Building Code – 2019 Alberta Edition as amended, a Permit Issuer or a Safety Codes Officer shall impose terms and conditions on a Permit for a building construction, relocation, partial demolition, or alteration and for a change in occupancy classification of an existing building to make the Owner and/or their Contractor aware that the Municipality prohibits any person from occupying or from allowing any other person to occupy a building as described in this section without that person first applying to the Municipality for, and being issued by the Municipality, an Occupancy and Completion Certificate; and further, the Permit Issuer or Safety Codes Officer shall notify the Owner that it is their responsibility to comply in this regard, and to this end the Permit Issuer or Safety Codes Officer shall include terms and conditions on the Permit and/or an appropriate note on the Permit Services Report.” ***Amended – Bylaw 1179, 2024, Adopted February 6, 2024***

12 PERMIT HOLDER RESPONSIBILITIES

- 12.1 Once the permit is issued, the permit holder must:
 - 12.1.1 comply with the terms and conditions of the permit, and
 - 12.1.2 undertake the construction, process or activity in accordance with the Act and applicable codes and standards, and
 - 12.1.3 Notify the permit issuer;
 - 12.1.3.1 if the permit holder does not intend to complete the undertaking, or

- 12.1.3.2 if there is a change in ownership from the owner as stated on the permit application
- 12.1.4 ensure that all plans and specifications required to apply for the permit are available at the construction site at all reasonable times for inspection by a Safety Codes Officer and,
- 12.1.5 ensure that a permit for the discipline is posted, or otherwise identified, at the construction site.

13 SITE INSPECTIONS

- 13.1 Site inspections must be requested by the permit applicant as per the prescribed form.
- 13.2 A Safety Codes Officer will inspect:
 - 13.2.1 to determine if the use, occupancy, sites or work complies with the Act and relevant codes and standards, permits, and conditions, and
 - 13.2.2 within the time frames noted in the discipline specific sections of the Municipality's UQMP, and
 - 13.2.3 in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in the UQMP), and
 - 13.2.4 at the stage(s) indicated in the discipline specific sections and referred to in Schedules A-D attached to this Bylaw, and
 - 13.2.5 all work or occupancy(s) in place at the time of the inspection.
- 13.3 The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:
 - 13.3.1 the reason for the extension, and
 - 13.3.2 the new time frame or date for conducting the inspection(s)
- 13.4 If the Municipality is not contacted within 30 days of the second or subsequent site inspection notification, the inspection stage may be considered "no-entry" and counted as the required interim or final inspection. Additional fees may apply as per the Fees, Rates and Charges Bylaw.

- 13.5 Inspections required over and above the required quantity as set out in Schedules A-D attached to this Bylaw may be subject to additional fees as set out in the Fees, Rates and Charges Bylaw.

14 FEES

- 14.1 The fees for each of the disciplines shall be as set out in the Fees, Rates and Charges Bylaw.
- 14.2 The fee for each permit shall be paid at the time the application is submitted.
- 14.3 A Safety Codes Officer may place a value on the cost of the work for the purpose of determining the permit fee. In determining such fee, a Safety Codes Officer may require an applicant to submit an executed contract or bona fide estimate of the cost of the work when submitting the application. The valuation is to include all labor and materials for the building and all lighting, heating, ventilation, water supply, plumbing, electrical, fire sprinklers, elevator equipment, therein and thereon.
- 14.4 If a permit extension is required after the expiry of a permit in accordance with Section 8.2, the fee for the new permit shall be as required under the Fees, Rates and Charges Bylaw if no changes have been made or will be made on the original plans and the specifications and if the suspension or abandonment has not exceeded one (1) year.
- 14.5 If the documents submitted for the application for a permit contain substantial errors or omissions and the documents have to be resubmitted for examination, a fee required under the Fees, Rates and Charges Bylaw may be charged for each and every re-examination.
- 14.6 If the applicant for a permit is the Owner and will be the occupier of the building within which the work is to be done and obtains the material and personally undertakes the installation, then the permit shall be based on twice (2x) the prevailing cost of the material.

15 BUILDING PERMITS

- 15.1 The Municipality will issue Building Permits.
- 15.2 The Municipality will, prior to permit issuance:

- 15.2.1 obtain two complete sets of construction documents as outlined in the NBC-ABE, and - **Amended – Bylaw 1120, 2022, Adopted February 7, 2023**
 - 15.2.2 obtain any letters or schedules required to be provided by the NBC-ABE, and - **Amended – Bylaw 1120, 2022, Adopted February 7, 2023**
 - 15.2.3 conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
 - 15.2.4 obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the NBC-ABE, and - **Amended – Bylaw 1120, 2022, Adopted February 7, 2023.**
- 15.3 Construction Document Review
- 15.3.1 The Municipality will, not more than 15 days after permit issuance:
 - 15.3.1.1 complete a review of the construction documents in accordance with the requirements of the NBC-ABE, and - **Amended – Bylaw 1120, 2022, Adopted February 7, 2023**
 - 15.3.1.2 prepare a Plans Review Report, and
 - 15.3.1.3 provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
 - 15.3.1.4 provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.
- 15.4 Compliance Monitoring on Projects requiring Professional Involvement
- 15.4.1 The Municipality will collect and maintain on file, required schedules and/or a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

- 15.4.2 The Municipality will collect and maintain on file all schedules and letters of compliance required in accordance with the NBC-ABE when overall professional architect and/or engineer involvement is required for the work covered under a permit. NBC-ABE, and - ***Amended – Bylaw 1120, 2022, Adopted February 7, 2023***
- 15.5 Plans and specifications shall be drawn to scale upon substantial paper, and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the Act.
- 15.6 Each set of plans shall state the building address, the name and address of the owner of the building, the name and address of the person who prepared the plans and when an agent represents the owner, the name and address of the agent.
- 15.7 Each set of plans shall include a site plan showing the actual dimensions of the lot or property and the location of the proposed work in relation to the lot or property lines.
- 15.8 If requested by a Safety Codes Officer, the applicant shall include with each set of plans, a survey certificate completed by an Alberta Land Surveyor showing the information required.
- 15.9 If requested by a Safety Codes Officer, the applicant shall submit computations, test results and all other evidence deemed necessary to show the work will be carried out in accordance with the Act.
- 15.10 A building permit is not required for:
- 15.10.1 General maintenance, repairs or upgrades, at the discretion of the Building Safety Codes Officer that does not create a hazard, or are a structural component of the building and where matters affecting health and safety are not involved. This shall include but not be limited to: Re-roofing, upgrading exterior or interior wall finishes, upgrading flooring or kitchen cabinets, etc.
- 15.10.2 A single storey accessory building not greater than 10 square meters in building area providing it does not create a hazard and where matters affecting health and safety are not involved.
- 15.10.3 Repairs or alterations to any heating, ventilation or air conditioning system, which are of a minor nature and which, in the opinion of the Safety Codes Officer, will not hinder the satisfactory operation of the system and does not involve the health and safety of the occupants of the building.

- 15.11 A Safety Codes Officer will conduct site inspections at the stages indicated in Schedule A-1 through A-3 as attached to this Bylaw.
- 15.12 The Municipality supports the Alberta and Canadian FireSmart Program and pursuant to Section 66(2)(a) of the Safety Codes Act and Sections 10 and 25 of the Forest and Prairie Protection Act, Revised Statutes of Alberta, 2000, Chapter F-19, hereby requires the following:
- 15.12.1 In reviewing plans and making a decision on a Safety Codes Permit application on land that is located within or adjacent to the Wildland-Urban Interface as identified in the FireSmart Bylaw, the Safety Codes Officer shall consider the provisions of that Bylaw and may direct the applicant for a Safety Codes Permit to use fire-rated construction materials and/or methods and/or standards as referenced in that Bylaw, subject to and in accordance with any fire-safety related provisions and standards in the National Building Code – 2019 Alberta Edition.” - **Amended – Bylaw 1120, 2022, Adopted February 7, 2023**
- 15.13 The Municipality’s Land Use Bylaw identifies an Overlay District that establishes standards and best practices for the development of a residence, school or hospital within 300 metres of existing nuisance grounds as identified in an environmental overview report. Pursuant to Section 66(2)(a) of the Safety Codes Act the Municipality hereby requires the following:
- 15.13.1 In reviewing plans and making a decision on a Safety Codes Permit application for the construction of an addition with a basement to an existing residence, or the construction of a new residence with a basement, or the construction of a school or hospital, on land that is located within the areas identified in the Land Use Bylaw “Areas of Potential Environmental Concern Overlay District”, the Safety Codes Officer shall ensure that the plans submitted for the building permit application comply with the measures or construction specifications that may be recommended in a Phase II Environmental Site Assessment relative to the mitigation or prevention of contaminants or offsite gas migration (e.g. soil vapour barriers applied to the basement walls), subject to and in accordance with any applicable provisions and standards in the National Building Code – 2019 Alberta Edition.
- 15.13.2 This section does not apply to:
- 15.13.2.1 a building or structure that is deemed to not be a residence, school or hospital.

- 15.13.2.2 an accessory structure associated with a residence, such as an outdoor space, an uncovered deck, a shed, or a garage.
- 15.13.2.3 an addition without a basement to an existing residence or the construction of a new residence without a basement.”

- Amended – Bylaw 1150, 2023, Adopted June 6, 2023

16 ELECTRICAL PERMITS

- 16.1 The Municipality will issue Electrical Permits.
- 16.2 A Safety Codes Officer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installations.
- 16.3 A Safety Codes Officer will conduct site inspections at the stages indicated in Schedule B as attached to this Bylaw.

17 PLUMBING PERMITS

- 17.1 The Municipality will issue Plumbing Permits.
- 17.2 A Safety Codes Officer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installations.
- 17.3 A Safety Codes Officer will conduct site inspections at the stages indicated in Schedule C as attached to this Bylaw.

18 PRIVATE SEWAGE DISPOSAL PERMITS

- 18.1 The Municipality will issue Private Sewage Disposal Permits.
- 18.2 The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including but not limited to:
 - 18.2.1 a site plan, and
 - 18.2.2 the expected volume of sewage per day, and

- 18.2.3 the criteria used to determine the expected volume of sewage per day, and
 - 18.2.4 description and details of all sewage system treatment and effluent disposal component(s), and
 - 18.2.5 details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface, and
 - 18.2.6 require a Plumbing Group B Safety Codes Officer to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.
- 18.3 A Safety Codes Officer will conduct site inspections at the stages indicated in Schedule C as attached to this Bylaw.

19 GAS PERMITS

- 19.1 The Municipality will issue Gas Permits.
- 19.2 A Safety Codes Officer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installations.
- 19.3 A Safety Codes Officer will conduct site inspections at the stages indicated in Schedule D as attached to this Bylaw.

20 HEATING AND VENTILATION

- 20.1 No person shall install or replace a heating or ventilation system or equipment without first obtaining a permit.
- 20.2 Only the following shall be eligible to be issued a permit for the work described in Section 20.1:
 - 20.2.1 a heating contractor who is in possession of a valid certificate of proficiency in the heating trade as issued by the Apprenticeship and Industry Training Division of the Advanced Education and Career Development Department of the Province of Alberta.

- 20.2.2 an electrical contractor who is in possession of a valid certificate of proficiency in the electrical trade as issued by the Apprenticeship and Industry Training Division of the Advanced Education and Career Development Department of the Province of Alberta.
- 20.2.3 a firm, company or corporation which employs a person as described in paragraph 20.2.1 or 20.2.2; or
- 20.2.4 a person who, in the opinion of a Safety Codes Officer knows the work involved in carrying out personally any heating in or about a detached single family dwelling which is or will be owned and occupied by such person.

21 ANNUAL PERMITS

- 21.1 A permit issuer may issue a permit in the electrical discipline allowing the owner or operator of the premises to perform minor repairs, alterations or additions on the premises under the following conditions:
 - 21.1.1 a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act and carries out the undertaking;
 - 21.1.2 the permit does not entitle the owner or operator to effect major alterations in or additions to the premises;
 - 21.1.3 the permit is limited to a one-year term, subject to renewal by the permit issuer by submitted application;
 - 21.1.4 a separate application for an annual permit must be completed and paid for each facility.

22 OFFENCES AND PENALTIES

- 22.1 Any person who contravenes this Bylaw is guilty of an offense under Section 67 of the Act.
- 22.2 A person who is guilty of an offense is liable to a penalty under Section 68 of the Act.

- 22.3 If any work, including excavation, has been started before the issuance of the relevant permit and/or a Development Permit, the permit fee shall be double the fee required by the Fees, Rates and Charges Bylaw. If in the previous 24 months, the applicant has already committed an offense of commencing work prior to issuance of a permit, the permit fee shall be double the fee required by the Fees, Rates and Charges Bylaw for all remaining permits being issued for the project.
- 22.4 Any person or Corporation guilty of an infraction or breach of any of the provisions of this Bylaw shall upon conviction, be liable to a fine not exceeding TEN THOUSAND (\$10,000.00) DOLLARS.

23 REFUND OF PERMIT FEES

- 23.1 Any person who tenders a permit fee pursuant to this Bylaw may surrender the permit to the Municipality of Crownsnest Pass and make an application in writing for a refund in accordance with the provisions of this section.
- 23.2 No refund shall be made:
- 23.2.1 If the permit has been revoked or has expired;
- 23.2.2 If use, occupancy, relocation, construction, alteration, repair or demolition has commenced; or
- 23.2.3 An extension of the permit has been granted.
- 23.3 Pursuant to this section, a Safety Codes Officer may authorize a refund of a permit fee less 50%.
- 23.4 Notwithstanding anything elsewhere contained in this Section, a minimum amount of one hundred (\$100.00) dollars will be retained but in no case shall an amount in excess of one thousand (\$1000.00) dollars be retained when a permit has been cancelled.

24 APPEALS

- 24.1 Any person may appeal a decision of the Safety Codes Officer, pursuant to Section 51 of the Act and Section 1.2.8 of the NBC-ABE and National Building Code – 2019 Alberta Edition. - **Amended – Bylaw 1120, 2022, Adopted February 7, 2023**
- 24.2 Appeals must be made to the Safety Codes Council.

25 SEVERABILITY

- 25.1 In the event that any provisions of this Bylaw are found to be unlawful or outside the jurisdiction of the Municipality, such provision or provisions, as the case may be, will be severed from the Bylaw and the remaining provisions will continue to be in force.

READ a first time this 2nd day of February, 2016.

Carried

READ a second time this 1st day of March, 2016.

Carried

READ a third time and finally passed this 1st day of March, 2016.

Carried

Original Signed

Blair Painter
Mayor

Original Signed

Sheldon Steinke
Chief Administrative Officer

SCHEDULE A-1: BUILDING DISCIPLINE

Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> ○ complete foundation (prior to backfill) OR ○ solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR ○ insulation and vapour barrier (prior to drywall) AND ○ final, including HVAC completion within 365 days of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> ○ complete foundation (prior to backfill) OR ○ solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR ○ insulation and vapour barrier (prior to drywall) AND ○ final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> ○ complete foundation (prior to backfill) OR ○ HVAC rough-in OR ○ framing, structure (prior to insulation and vapour barrier) AND ○ final, including HVAC completion (within 180 days of permit issuance)

Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	○ final (within 180 days of permit issuance)
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SCHEDULE A-2: BUILDING DISCIPLINE

Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning AND ○ *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 365 days of permit issuance)

SCHEDULE A-3: BUILDING DISCIPLINE

Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 120 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 120 days of permit issuance.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 120 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 120 days of permit issuance.

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all NBC-ABE National Building Code – 2019 Alberta Edition deficiencies identified by the testing Agency, to ensure compliance. ***Amended – Bylaw 1120, 2022, Adopted February 7, 2023***

SCHEDULE B: ELECTRICAL DISCIPLINE

Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> ○ rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) OR ○ final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	1	<ul style="list-style-type: none"> ○ final inspection (within 60 days of expiry of permit)

SCHEDULE C: PLUMBING DISCIPLINE

Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade (prior to covering) AND ○ final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final completion (within 90 days of permit issuance)

Permits for Private Sewage Disposal Systems

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

SCHEDULE D: GAS DISCIPLINE

Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"> ○ rough-in OR ○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"> ○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	2	<ul style="list-style-type: none"> ○ site inspection of air test ○ final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)