

The Town of Slave Lake Building Permit By-law 9-1977 regulating the form, content and cost of permits for the construction, demolition, relocation, alteration, repair or occupancy of buildings.

WHEREAS The Alberta Uniform Building Standards Act, being Chapter 85 of the Statutes of Alberta, 1973, provides that by regulation the Minister of Labour may authorize any local authority to enforce the Alberta Uniform Building Standards Act in its respective municipality;

AND WHEREAS if a local authority is so authorized the local authority may make by-laws with respect to the following subject matters:

- (a) prohibiting the commencement by any person of the use, construction or demolition of any building unless that person is authorized by a permit to do so;
- (b) providing for the form and content of permits for the use, construction or demolition of a building;
- (c) providing for the issuance of permits;
- (d) providing that the granting of a permit does not entitle the permittee, his successors or assigns or anyone on his or their behalf, to construct any building that fails to comply with the requirements of any building restriction agreement affecting the site described in the permit;
- (e) prescribing the fees to be charged for the issuing of permits;

AND WHEREAS the Town of Slave Lake has been so authorized by Alberta Regulation #64, 1974.

NOW THEREFORE the Council of The Town of Slave Lake, duly assembled enacts as follows:

1. Title

This by-law shall be known as the Town of Slave Lake Building Permit By-law 9-1977, may be cited as such and will be referred to herein as "this by-law".

2. Definitions

(a) "Act" means The Alberta Uniform Building Standards Act, being Chapter 85 of the Statutes of Alberta, 1973 as amended henceforth from time to time and regulations made pursuant to Section 3 of The Alberta Uniform Building Standards Act.

(b) "Inspector" means a person, appointed pursuant to Section 2 of The Alberta Uniform Building Standards Act, responsible to the Town of Slave Lake for the enforcement of the Act.

(c) All definitions contained in the Act shall apply to this by-law.

3. Scope

The provisions of this by-law shall apply to the issue of permits respecting the construction, demolition, relocation, alteration, repair or occupancy of any building or part thereof regulated by the Act within the Town of Slave Lake.

4. Power & Duties of the Inspector

(a) The inspector is hereby authorized and directed to enforce all provisions of this by-law.

(b) The inspector shall keep an accurate account of all permits issued and all fees and other monies collected and received under this by-law.

5. Application for Permit

(a) Unless a permit has previously been obtained from the Inspector, no person shall commence or cause the commencement of

(1) the construction of any building or part thereof,  
(2) the demolition of any building or part thereof,  
(3) the relocation of any building or part thereof,  
(4) the alteration of any building or part thereof,  
(5) the repair of any building or part thereof,  
(6) the occupancy of any building or part thereof,  
(7) the excavation of any land for the purpose of erecting or locating any building or part thereof,  
(8) the installation or use of any mechanical equipment specifically governed by the Act.

(b) A permit is not required for:

(1) Painting and decorating,  
(2) Minor repairs not exceeding \$1000.00 in value where matters affecting health or safety are not involved,  
(3) Repair or alteration to any heating, ventilating or air conditioning system which is of a minor nature in the opinion of the inspector will not hinder the satisfactory operation of the system, and does not involve a matter of health or safety to the occupants of the building.

6. Application Form

(a) To obtain a permit an applicant shall first file an application in writing on the prescribed form and each such application shall:

(1) Identify and describe the work to be covered by the permit for which the application is made;  
(2) Describe the land on which the proposed work is to be done, by a legal description and, when available, by a street address, that will readily identify and definitely locate the proposed work;  
(3) Show the use or occupancy of all part of the work;  
(4) Be accompanied by plans and specifications as required in Section 7;  
(5) Be signed by the owner of the land or his authorized agent, who shall submit evidence to indicate such authority;  
(6) State the prevailing market cost of the proposed work;  
(7) Give such other information as may be required by the inspector.

7. Plans and Specifications

(a) With each application for a permit, two sets of plans and specifications shall be submitted, except that when authorized by the Inspector plans and specifications need not be submitted.

(b) Plans and specification shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that is will conform to the provisions of the Act and all applicable Provincial and Federal Laws and regulations, and all Town of Slave Lake by-laws.

(c) 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.

(d) 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.

(e) Except in cases where such a requirement is, in the opinion of the inspector, obviously unnecessary, a plan or survey, certified by an Alberta Land Surveyor, shall be included with each set of plans showing such of the above information as may be deemed necessary by the inspector.

(f) When required by the inspector the accepted contract or a bona fide detailed estimate of the prevailing market cost of the work, satisfactory to the inspector, shall be submitted.

(g) When requested by the inspector, the applicant shall submit computations, test results, and all other evidence deemed necessary to show that the work will comply with the Act.

#### 8. Issue of Permit

(a) Plans and specifications may be examined by other Departments of the Town of Slave Lake, and the Province to check compliance with the orders, regulations or by-laws under their jurisdiction.

(b) If the inspector is satisfied that the work described in an application for permit and the plans filed therewith conform to the requirements of the Act, this by-law, and other pertinent orders, regulations and by-laws, and that the fees specified in Section 10 have been paid, he shall issue a permit therefor to the applicant.

(c) When the inspector issues the permit, he shall write or stamp on both sets of plans and specifications "EXAMINED".

(d) The examined plans and specifications shall not be changed, modified or altered without authorization from the inspector and all work shall be done in accordance with the examined plans, and performed to meet the requirements of the Act.

(e) The inspector may issue a permit for part of the work before the entire plans and specifications for the complete work have been submitted or examined provided adequate information and detailed statements have been filed complying with all pertinent requirements of the Act and of this bylaw.

(f) The holder of a permit for part of the work shall proceed at his own risk without assurance that a permit for the remainder of the work will be granted.

(g) One set of examined plans, specifications, and computations shall be kept at the work site at all times during which the work authorized thereby is in progress, and shall be made available to the inspector.

(h) Plans, submitted for checking, for which no permit is issued, and on which no action is taken by the inspector for 90 days, may be destroyed by the inspector.

(i) The issue or granting of a permit or examination of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Act.

(j) No permit presuming to give authority to violate or cancel the provisions of the Act shall be valid except in so far as the work or use which it authorizes is lawful.

(k) The issue of a permit based upon plans and specifications shall not prevent the inspector from thereafter requiring the correction of work being carried on thereunder when in violation of the Act, this bylaw or any other bylaw of the Town of Slave Lake.

(l) Every permit issued by the inspector shall expire by limitation and become null and void, if the work authorized by such permit is not commenced within 90 days from the date of issue of such a permit, or if the work authorized by such permit is suspended or abandoned a period of 120 days at any time after the work is commenced.

(m) (1) The inspector may, in writing, suspend or revoke a permit whenever the permit has been issued.

- (i) in error,
- (ii) on the basis of incorrect information supplied,
- (iii) in violation of any provision of the Act, Provincial or Federal legislation and regulations or any Town of Slave Lake by-law.

(n) (1) Except as permitted in Subsection (o), no permit for the installation repair or alteration to any heating, ventilating or air conditioning system shall be issued to other than a qualified contractor

(2) It shall be the responsibility of the contractor undertaking the installation, repair or alteration of a heating, ventilating or air conditioning system to engage only tradesmen who hold a certificate of proficiency in their respective trades pursuant to the Tradesmen's Qualification Act.

(3) The inspector may refuse to issue a permit for the installation, repair or alteration of a heating, ventilating or air conditioning system to a contractor if there are any outstanding corrections required on work done by the applicant which have not been completed to the satisfaction of the inspector.

(o) (1) Notwithstanding the requirements of Subsection (n), the following persons are not prohibited from obtaining a permit:

- (i) anyone who personally carried out any heating, ventilation, or air conditioning installation or alteration regulated by the Act in or about a single family detached dwelling which is or will be owned and occupied by such person;
- (ii) a journey man who holds a certificate of proficiency pursuant to The Tradesmen's Qualification Act in a specific trade relevant to the work to be undertaken and who is regularly employed for the installation, alteration, repair or addition to heating, ventilation and air conditioning systems providing the work is performed on the property of the employer.

9. Occupancy Permit

(a) No building shall be used or occupied, and no change in the existing occupancy classification of a building or part thereof shall be made until an occupancy permit has been issued.

(b) Changes in the use or occupancy of a building or part thereof shall not be made except as specified in the Act.

(c) After final inspection, provided that the building complies with the provisions of the Act, and a request has been made by the applicant, an occupancy permit shall be issued by the inspector.

10. Fees.

(a) Subsections (b), (c), (d), (e) and (f) shall not apply to permits for occupancy.

(b) In addition to the fees specified in Subsections (c), (d), (e) and (f) a fixed charge of \$10.00 shall be made for each application for a permit or for re-examination of documents.

(c) A fee for each building permit shall be submitted at the time of application in accordance with the following schedule provided no work, including excavation, has been started before the issuance of a permit:

- (1) For a single family detached house not exceeding 1500 square feet in building area = \$40.00/
- (2) for all other work = \$1.50 per \$1,000 of the prevailing market cost of the building.

(d) In the event that any work, including excavation, has been started before the issuance of a permit the permit fee shall be double the fee required in Subsection (c) and shall be submitted at the time of application for a permit.

(e) In the event that a new permit is required following suspension or abandonment of work as stated in Section 8 Subsection (h), the fee for the new permit shall be one half of the amount required under Subsection (c), provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that suspension or abandonment of the work has not exceeded one year.

(f) In the event that the documents submitted with an application for a permit contain substantial errors or omissions and the documents have to be submitted again a fee equal to one quarter of the amount required under Subsection (c) shall be charged for each and every re-examination

(g) The fee for a permit for occupancy of any building or part thereof shall be \$1.00 for every 200 sq. ft. of gross floor area or fraction thereof provided that the minimum fee shall be \$10.00.

(h) (1) A fee for each heating or ventilating or air conditioning permit shall be submitted at the time of application and shall consist of a fixed charge of \$5.00 plus

- (i) \$2.00 for each \$100.00 or fraction thereof of the prevailing market cost of the installation up to \$1,000.00
- (ii) \$1.00 for each \$100.00 or fraction thereof of the prevailing market cost of the installation in excess of \$1,000.00

(i) Where the applicant for a permit is the owner and occupier of the building within which the work is to be done, and obtains the material and personally undertakes the installation then the permit fee shall be based on twice the prevailing market cost of the material

BY-LAW 9-1977 CON'T

11. Offence

(a) Any person who contravenes the conditions of this by-law is guilty of an offence under Section 12 of the Alberta Uniform Building Standards Act.

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READ a first time this 7th day of Sept. A.D 1977

READ a second time this 7th day of Sept. A.D. 1977

READ a third time and duly passed this 7th day of Sept. A.D.

TOWN OF SLAVE LAKE

Mac Thomas  
MAYOR

Deeann  
SECRETARY-TREASURER