



**BYLAW NO. 10-01
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF STRATHMORE, IN THE PROVINCE OF ALBERTA REGULATING AND CONTROLLING DISCIPLINES IN ACCORDANCE WITH THE SAFETY CODES ACT AND SETTING FEES THEREFORE.

WHEREAS the Town of Strathmore has been authorized by the Safety Codes Act, Chapter S-1 R.S.A. 2000, and amendments thereto, to enforce the sections of the Act as it applies to buildings;

AND WHEREAS, Section 66(3) of the Safety Codes Act, authorizes an accredited municipality to enact bylaws respecting fees for anything issued or any material or service provided pursuant to this Act, and the carrying out of its powers and duties as an accredited municipality.

NOW THEREFORE, the Council of the Town of Strathmore enacts as follows:

TITLE

101. This Bylaw shall be known and may be cited as the "Town of Strathmore Safety Codes Bylaw".

DEFINITIONS

201. In this Bylaw the following shall mean;

- a) "Act" means the Safety Codes Act, Chapter S-1 R.S.A. 2000, and amendments thereto;
- b) "Applicant" means the Owner of a building or a property or a representative authorized in writing by the Owner who applies for a Permit;
- c) "Application" means the Application for a Permit by the Owner for those services regulated by the Safety Codes Act and this Bylaw;

- d) "Building Code" means the Alberta Building Code 2006 , as established by the Safety Codes Council and published by the National Research Council of Canada, and amendments thereto;
- e) "Building Permit" means a Permit issued pursuant to this Bylaw in relation to activities for use, occupancy, relocation, construction or demolition of buildings.
- f) Chief Administrative Officer (CAO) means the Chief Administrative Officer of the Town as appointed by Council pursuant to Section 205 of the Municipal Government Act, Chapter M-26, R.S.A. 2000 and amendments thereto or his designate.
- g) "Director of Building and Development" means the person employed by the Town of Strathmore as Director of Building and Development, who performs the duties of the Development Officer, or his/her designate;
- h) "Estimated Construction Cost" is the total cost of constructing and finishing a building, excluding furniture and office equipment;
- i) "Owner" includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of Ownership or who for the time being exercises the power and authority of Ownership."
- j) "Occupancy Permit" means a Permit issued with respect to the occupancy or use of a building;
- k) "Permit" means a Permit issued pursuant to this Bylaw;
- l) "Partial Permit" means a Permit to proceed with construction of a part of a building or structure;
- m) "Permit Placard " is an identification card issued to notify the Owner and/or public that a Permit has been issued for the building;
- n) "Plan of Survey" means a plan which establishes official boundaries defining the extent of a person's Ownership, or other rights in land, consisting of a demarcation on the ground of the boundaries of the rights and a legally authorized document depicting the location of the boundaries;
- o) "QMP Manager" means the person who has been designated by the CAO Town of Strathmore to administer the Quality Management System.

- p) "Safety Codes Officer" means a person appointed pursuant to Section 31 of the Safety Codes Act, Chapter S-1 R.S.A. 2000, and amendments thereto;
- q) "Site" means the physical location of the work that is the subject of the Permit;
- r) "Quality Management Plan" means Quality Management Plan approved by the Safety Codes Council and adopted by motion of Town of Strathmore Council on October 6th, 2004 and amendments thereto.
- s) All definitions contained in the Safety Codes Act and the Regulations made pursuant to the Act shall apply in this Bylaw.

SCOPE

- 301. This Bylaw applies to the issuance of Permits for building, electrical, gas and plumbing activities regulated by the Safety Codes Act or by regulations made pursuant to the Act within the Town of Strathmore.

SAFETY CODES OFFICER'S POWERS AND DUTIES

- 401. The Safety Codes Officer shall exercise the powers and duties of the appointment in accordance with the designation under Section 31 of the Act and the Town of Strathmore Quality Management Plan.
- 402. The Safety Codes Officer is hereby authorized to enforce the provisions of this Bylaw, the Act and Regulations thereunder.

DIRECTOR OF BUILDING & DEVELOPMENT'S POWERS AND DUTIES

- 501. The Director of Building and Development, or his/her designate, is hereby authorized to:
 - a) receive applications and issues permits for which a person has received the applicable designation by the Safety Codes Council, in accordance with the Quality Management Plan and the Safety Codes Act and Regulations;
 - b) keep an accurate account of all permits issues and all fees collected and received under this Bylaw, as amended from time to time.

PROHIBITION

601. Unless there is a valid and subsisting Permit, no person shall commence or cause commencement of:
- a) the occupancy, relocation, construction or demolition any building or part thereof unless there is a valid and subsisting Permit therefore;
 - b) the excavation of any land for the purpose of erecting or relocating any building;
 - c) the installation of any heating, venting or air conditioning equipment specifically governed by the Act;
 - d) the installation of any masonry, or factory built fireplace, or other fuel fired appliance governed by the Alberta Building Code;
 - e) the installation or construction of any retaining wall that exceeds 1 meter in height and attached to a building
 - f) any plumbing, electrical or gas installations as governed by the Safety Codes Act
602. A Permit is not required for construction, where in the opinion of the Safety Codes Officer, the construction will not affect the health and safety of the occupants and/or the public, and no changes which may be regulated under the Safety Codes Act or applicable code are made.

PERMITS

701. To obtain a Permit, an Applicant shall file an application on the form prescribed by-the Town of Strathmore.
702. Every application shall:
- a) identify and describe details of the work covered by the Permit for which the application is made;
 - b) be accompanied by the Permit fee calculated in accordance with Schedule "A" -Permit Fees of this Bylaw.
 - c) be signed by the registered Owner or the Applicant on behalf of the registered Owner.

703. An Application for a Permit shall not be considered complete until all information and documentation is supplied to the safety codes officer. If all information and documentation has not been supplied to the safety codes officer within ninety (90) days of the application, the application will be returned to the Applicant and shall not be accepted or processed until such time as the complete information can be supplied.
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PLANS AND SPECIFICATIONS

801. Every Applicant shall submit two (2) sets of plans, drawings, specifications and other information as required by the Safety Codes Officer with each application.
802. All plans submitted must be legible, drawn to scale and be detailed enough to show compliance with the applicable legislation or code.
803. On completion of Permitted activities the Safety Codes Officer may require an updated set of plans including all changes reviewed by the Safety Codes Officer and/or a Plan of Survey showing its location.

FEES

901. The Permit fees shall be based on the Estimated Construction Cost of the proposed work as outlined in Schedule A -Permit Fees".
902. No Permit shall be issued until all fees have been paid in full.

PERMITS

1001. Permit Issuance:
 - a) If a Safety Codes Officer is satisfied that the work described in an application for a Permit, and the plans submitted meet the applicable code he/she shall issue a Building Permit to the Applicant, with or without conditions.
 - b) In the case of a Building Permit a placard will be issued. The Permit Placard shall be posted at all times in a conspicuous location on the Site.
 - c) The Safety Codes Officer may issue a Partial Permit for part of a building prior to the examination of the complete application documents. The holder of a Partial Permit may proceed at their own risk without the assurance that the Permit for the entire building or structure will be issued.
 - d) When a Permit is issued, one set of examined plans, drawings and specifications shall be kept on file at the Town Office and shall be made available to the Safety Codes Officer, landowner or their authorized representative on demand.

1002. Permit Term and Extensions:

- a) A Building Permit issued under this Bylaw shall expire:
 - i. if work authorized by the Permit has not commenced within twelve (12) months of the date of issue of the Permit; or
 - ii. if the work authorized by the Permit is commenced but is later suspended or abandoned for a continuous period of more than twelve (12) months.
 - iii. If the work authorized by the Permit is commenced but is not completed within 12 months of the Permit
- b) The QMP Manager or his/her designate may, from time to time, extend a Permit for additional period when a written request has been received specifying a completion date, except when the Permit has expired or been revoked.

1003. The Safety Codes Officer may, in writing, suspend or revoke a Permit if the Permit is:

- a) found to be in error;
- b) issued on the basis of incorrect information; or
- c) in violation of any provision of the Act or regulations made pursuant to the Act.

1004. A Permit which has expired may be reinstated by the Director of Building & Development, or his/her designate, at the written request of an Applicant within thirty (30) days of expiry provided:

- a) no changes are made in the documents submitted with the original application.

REVISIONS AND RE-EXAMINATIONS

1101. The Safety Codes Officer may accept a revision to the construction for which a Permit has been issued and determine the appropriate fee to be charged for the service as set out in this Bylaw.

1102. If the documents submitted with an application for a Permit contain substantial errors or omissions the documents may be returned to the Applicant by the Safety Codes Officer.

INSPECTIONS AND RECORD KEEPING

1201. All inspections and record keeping shall be as outlined in the Town of Strathmore Quality Management Plan, and shall be available to the public in accordance with the Freedom of Information and Privacy Act.

OCCUPANCY PERMIT

1301. No activity that is regulated by this Bylaw and the Safety Codes Act shall be used or occupied unless a final inspection has occurred in all disciplines and it has been deemed ready to occupy by all Safety Codes Officers.
1302. Occupancy shall be granted if in the opinion of the Safety Codes Officer, the building does not contravene the provisions of the Act or any regulations made pursuant to the Act.
1303. The issuance of an Occupancy Permit shall not be construed to be permission for, or approval of, a contravention of any provision of any other Act, Regulation or Bylaw.

REFUNDS

1401. An Applicant for a Permit may at any time cancel, withdraw or surrender the Permit by making an application in writing to the Town of Strathmore.
1402. Applicants that cancel, withdraw or surrender their Permit may qualify for a refund as outlined in this Bylaw at the discretion of the QMP Manager or his/her designate.
1402. The QMP Manager or his/her designate may authorize a refund of a Permit fee, less administration charges, as set out in Schedule B
1403. No refund shall be made if:
- a) the Permit has been revoked or has expired;
 - b) the use, occupancy, relocation, construction or demolition of the building or the installation of the mechanical equipment or systems has commenced; or

- c) when an application has been returned to the Applicant due to the Applicant not supplying complete information and documentation to the Safety Codes Officer within ninety (90) days of date of application for the Permit.

VALIDITY

- 1501. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

OFFENCE & PENALTIES

- 1601. Any person who contravenes this Bylaw is guilty of an offence under Section 67 of the Act.
- 1602. Any person who is found guilty of an offence under Section 67 of the Act is liable to penalties under Section 68 of the Act.

REPEAL

- 1701. Bylaw #95-15 and amendments thereto are hereby repealed.

ENACTMENT

- 1801. This Bylaw shall come into full force and effect upon February 1, 2010.

READ A FIRST TIME this day of January 20, 2010.

READ A SECOND TIME this day of January 20, 2010.

READ A THIRD TIME and finally passed this day of January 20,2010.

MAYOR

MUNICIPAL CLERK

Schedule "A"
PERMIT FEE SCHEDULE

BUILDING PERMIT FEES

- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee (Minimum \$4 and a maximum of \$500)

Permit Fee	\$6.80 per \$1000 of Project Value (Project Value is based on the actual cost of material and labour. Verification of costs may be requested prior to Permit issuance.)
For Modular Home/Move-On Relocation (on crawlspace or basement)	\$0.40 per square foot
Minimum Building Permit Fee	\$100.00

ELECTRICAL PERMIT FEES FOR NEW RESIDENTIAL INSTALLATIONS

- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee (Minimum \$4 and a maximum of \$500)

Square Footage	Permit Fee
Up to 1200 square feet	\$125.00
1201 to 1500 square feet	\$150.00
1501 to 2000 square feet	\$175.00
2001 to 2500 square feet	\$190.00
2501 to 5000 square feet	\$200.00
Over 5000 square feet	

Note: Permit fee is \$200.00 plus \$0.10 per square foot over 5,000 square feet.

Schedule "A"
(Continued)
ELECTRICAL PERMIT FEES
FOR OTHER THAN NEW RESIDENTIAL INSTALLATIONS

- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee (Minimum of \$4 and a maximum of \$500)

Installation \$ Value	Permit Fee
0 - 500	\$60.00
500.01 - 1,000	\$65.00
1,000.01 - 1,500	\$78.00
1,500.01 - 2,000	\$84.50
2,000.01 - 2,500	\$97.50
2,500.01 - 3,000	\$104.00
3,000.01 - 3,500	\$117.00
3,500.01 - 4,000	\$123.50
4,000.01 - 4,500	\$130.00
4,500.01 - 5,000	\$136.50
5,000.01 - 5,500	\$143.00
5,500.01 - 6,000	\$149.50
6,000.01 - 6,500	\$156.00
6,500.01 - 7,000	\$162.50
7,000.01 - 7,500	\$169.00
7,500.01 - 8,000	\$175.50
8,000.01 - 8,500	\$182.00
8,500.01 - 9,000	\$188.50
9,000.01 - 9,500	\$195.00
9,500.01 - 10,000	\$201.50
10,000.01 - 11,000	\$208.00
11,000.01 - 12,000	\$214.50
12,000.01 - 13,000	\$221.00
13,000.01 - 14,000	\$227.50
14,000.01 - 15,000	\$234.00
15,000.01 - 16,000	\$240.50
16,000.01 - 17,000	\$247.00
17,000.01 - 18,000	\$253.50
18,000.01 - 19,000	\$260.00
19,000.01 - 20,000	\$266.50
20,000.01 - 21,000	\$273.00
21,000.01 - 22,000	\$279.50

**ELECTRICAL PERMIT FEES
FOR OTHER THAN NEW RESIDENTIAL INSTALLATIONS
(Continued)**

Installation \$ Value	Permit Fee
22,000.01 - 23,000	\$286.00
23,000.01 - 24,000	\$292.50
24,000.01 - 25,000	\$299.00
25,000.01 - 26,000	\$305.50
26,000.01 - 27,000	\$312.00
27,000.01 - 28,000	\$318.50
28,000.01 - 29,000	\$325.00
29,000.01 - 30,000	\$331.50
30,000.01 - 31,000	\$338.00
31,000.01 - 32,000	\$338.00
32,000.01 - 33,000	\$344.50
33,000.01 - 34,000	\$351.00
34,000.01 - 35,000	\$351.00
35,000.01 - 36,000	\$357.50
36,000.01 - 37,000	\$364.00
37,000.01 - 38,000	\$364.00
38,000.01 - 39,000	\$377.00
39,000.01 - 40,000	\$377.00
40,000.01 - 41,000	\$390.00
41,000.01 - 42,000	\$390.00
42,000.01 - 43,000	\$396.50
43,000.01 - 44,000	\$403.00
44,000.01 - 45,000	\$403.00
45,000.01 - 46,000	\$409.50
46,000.01 - 47,000	\$416.00
47,000.01 - 48,000	\$422.50
48,000.01 - 49,000	\$429.00
49,000.01 - 50,000	\$474.50
50,000.01 - 60,000	\$526.50
60,000.01 - 70,000	\$578.50
70,000.01 - 80,000	\$630.50
80,000.01 - 90,000	\$682.50
90,000.01 - 100,000	\$721.50
100,000.01 - 110,000	\$760.50
110,000.01 - 120,000	\$799.50
120,000.01 - 130,000	\$838.50

**ELECTRICAL PERMIT FEES
FOR OTHER THAN NEW RESIDENTIAL INSTALLATIONS
(Continued)**

Installation \$ Value	Permit Fee
130,000.01 - 140,000	\$877.50
140,000.01 - 150,000	\$916.50
150,000.01 - 160,000	\$955.50
160,000.01 - 170,000	\$994.50
170,000.01 - 180,000	\$1,033.50
180,000.01 - 190,000	\$1,066.00
190,000.01 - 200,000	\$1,105.00
200,000.01 - 210,000	\$1,131.00
210,000.01 - 220,000	\$1,163.50
220,000.01 - 230,000	\$1,196.00
230,000.01 - 240,000	\$1,228.50
240,000.01 - 250,000	\$1,358.50
250,000.01 - 300,000	\$1,488.50
300,000.01 - 350,000	\$1,618.50
350,000.01 - 400,000	\$1,748.50
400,000.01 - 450,000	\$1,872.00
450,000.01 - 500,000	\$2,002.00
500,000.01 - 550,000	\$2,132.00
550,000.01 - 600,000	\$2,262.00
600,000.01 - 650,000	\$2,392.00
650,000.01 - 700,000	\$2,515.50
700,000.01 - 750,000	\$2,645.50
750,000.01 - 800,000	\$2,775.50
800,000.01 - 850,000	\$2,905.50
850,000.01 - 900,000	\$3,035.50
900,000.01 - 950,000	\$3,159.00
950,000.01 - 1,000,000	\$3,289.00

Schedule "A"
(Continued)

GAS PERMIT FEES
FOR RESIDENTIAL INSTALLATIONS

- ◆ Add \$8.00 for each outlet over twenty (20)
- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee (Minimum \$4 of and a maximum \$500)

Number of Outlets	Permit Fee
1	\$60.00
2	\$78.00
3	\$97.50
4	\$117.00
5	\$136.50
6	\$156.00
7	\$175.50
8	\$195.00
9	\$214.50
10	\$227.50
11	\$240.50
12	\$253.50
13	\$266.50
14	\$279.50
15	\$292.50
16	\$305.50
17	\$318.50
18	\$331.50
19	\$344.50
20	\$357.50

Schedule "A" (Continued)

GAS PERMIT FEES
FOR NON-RESIDENTIAL INSTALLATIONS

- ◆ Add \$10.00 for each 100,000 BTU over 1,000,000 BTU.
- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee (Minimum of \$4 and a maximum of \$500)

BTU Input	Permit Fee
10,000	\$55.00
20,000	\$55.00
30,000	\$55.00
40,000	\$55.00
50,000	\$55.00
60,000	\$67.00
70,000	\$67.00
80,000	\$67.00
90,000	\$67.00
100,000	\$67.00
110,000	\$79.00
120,000	\$79.00
130,000	\$79.00
140,000	\$79.00
150,000	\$79.00
170,000	\$92.00
190,000	\$92.00
210,000	\$104.00
230,000	\$104.00
250,000	\$116.00
300,000	\$116.00
350,000	\$128.00
400,000	\$140.00
450,000	\$214.00
500,000	\$226.00
550,000	\$238.00
600,000	\$250.00
650,000	\$262.00
700,000	\$274.50
750,000	\$287.00
800,000	\$299.00
850,000	\$311.00
900,000	\$323.30
1,000,000	\$335.50

Schedule "A" (Continued)

**GAS PERMIT FEES FOR PROPANE, TEMPORARY HEAT AND
REPLACEMENT INSTALLATIONS**

- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee A (Minimum of \$4 and a maximum of \$500)

Propane / Temporary Heat:

Type of Installation	Permit Fee
Propane Tank Sets (New or Replacements)	\$75.00
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$75.00
Gas/Propane Cylinder Refill Centres	\$150.00

Replacement of Non-Residential Appliances (per unit):

BTU Input	Permit Fee
0 - 400,000	\$75.00
400,001 - 5,000,000	\$105.00
Over 5,000,000	\$300.00

Schedule "A" (Continued)

PLUMBING PERMIT FEES
FOR RESIDENTIAL & NON-RESIDENTIAL INSTALLATIONS

- ◆ Add \$1.00 for each fixture over 100.
- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee, Minimum \$4, Maximum \$500

Number of Fixtures	Permit Fee
1	\$75.00
2	\$75.00
3	\$75.00
4	\$75.00
5	\$97.50
6	\$91.00
7	\$97.50
8	\$110.50
9	\$123.50
10	\$130.00
11	\$143.00
12	\$149.50
13	\$162.50
14	\$169.00
15	\$175.50
16	\$188.50
17	\$195.00
18	\$201.50
19	\$208.00
20	\$214.50
21	\$221.00
22	\$227.50
23	\$234.00
24	\$240.50
25	\$247.00
26	\$253.50
27	\$260.00
28	\$266.50
29	\$273.00
30	\$279.50
31	\$286.00
32	\$292.50

**PLUMBING PERMIT FEE SCHEDULE
FOR RESIDENTIAL & NON-RESIDENTIAL INSTALLATIONS
(Continued)**

Number of Fixtures	Permit Fee
33	\$299.00
34	\$305.50
35	\$312.00
36	\$318.50
37	\$325.00
38	\$331.50
39	\$338.00
40	\$344.50
41	\$351.00
42	\$357.50
43	\$364.00
44	\$370.50
45	\$377.00
46	\$383.50
47	\$390.00
48	\$396.50
49	\$403.00
50	\$409.50
51	\$409.50
52	\$422.50
53	\$422.50
54	\$435.50
55	\$435.50
56	\$448.50
57	\$448.50
58	\$461.50
59	\$461.50
60	\$468.00
61	\$474.50
62	\$481.00
63	\$487.50
64	\$494.00
65	\$500.50
66	\$507.00

**PLUMBING PERMIT FEE SCHEDULE
FOR RESIDENTIAL & NON-RESIDENTIAL INSTALLATIONS
(Continued)**

Number of Fixtures	Permit Fee
67	\$513.50
68	\$520.00
69	\$526.50
70	\$533.00
71	\$539.50
72	\$546.00
73	\$552.50
74	\$559.00
75	\$565.50
76	\$572.00
77	\$578.50
78	\$585.00
79	\$585.00
80	\$591.50
81	\$598.00
82	\$604.50
83	\$611.00
84	\$611.00
85	\$617.50
86	\$624.00
87	\$630.50
88	\$637.00
89	\$637.00
90	\$643.50
91	\$650.00
92	\$656.50
93	\$656.50
94	\$663.00
95	\$669.50
96	\$676.00
97	\$682.50
98	\$682.50
99	\$689.00
100	\$695.50

Schedule "A" (Continued)

**PRIVATE SEWAGE DISPOSAL SYSTEM (PSDS) PERMIT FEES
FOR SINGLE FAMILY RESIDENTIAL**

- ◆ Add a Safety Codes Levy of 3.5% of the Permit Fee (Minimum of \$4 and a maximum of \$500)

Description	Permit Fee
Holding Tanks, Open Discharge	\$135.00
Fields, Mounds, Sand Filters, Treatment Tanks, etc.	\$210.00

SCHEDULE "B"

REFUNDS, REVISIONS AND PENALTIES

Refunds	
If the Permit has been taken but not referred	Permit Fee minus a15% Administrative Fee (Minimum \$10.00 fee)
If the Permit has been taken and referred	Permit Fee minus 30% Administrative Fee (Minimum \$40.00 fee)
Once a decision has been issued	Permit Fee minus 55% Administrative Fee (Minimum \$60.00 fee)
Once inspections on the Site occur	No Permit refund
Revisions by Applicant	
Permit revisions before referral	25% of the original Permit fee
Permit revisions after referral	50% of the original Permit fee
Penalties	
Commencement of work without Permits	Double Permit Fees
Re-inspection of outstanding code issues (3rd or more)	\$50 per inspection
Inspection called in when Site not ready	\$50 per inspection