



**MUNICIPAL
BUILDING CODE ENFORCEMENT**

A key principle of common law is that a local government (municipality) has a "duty of care" to the people who live, work or travel through the geographic area over which the local government governs. If a governing body decides to issue building permits, provide plan review and on-site inspections, issue orders and/or initiate prosecutions a building official must be appointed.

CCA offers full Building Official Services and will assist in the implementation of a Building Standards Program. These services include, but are not limited to; plan review, on-site inspections during construction, final/occupancy inspections, code consulting and building bylaw development for all sizes and types of projects.

Partnering with CCA will give the citizens in your municipality the opportunity to have the same professional services as a large center but specifically designed for smaller centers. These services along with our fulltime experienced staff will ensure your citizens will receive the best services possible.

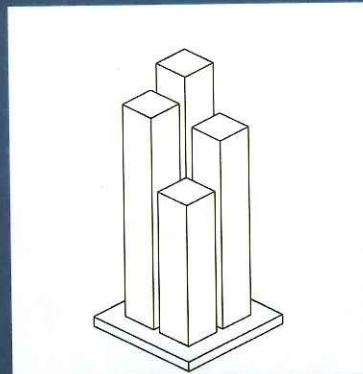
**CONSTRUCTION
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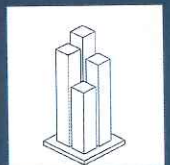
*"When do I need a
Building Permit"*



*"Making buildings a safer
place to live, work and play."*

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www.ccask.ca



"When do I need a Building Permit?"

A BUILDING PERMIT IS REQUIRED FOR:

- New building construction in both urban and rural locations
- Structural changes or renovations;
- Building relocation
- Change of building use or occupancy
- Increasing wall opening sizes;
- Building repairs or renovations
- Interior alterations, interior development and basement development
- All accessory buildings
- Exterior stairs or landings
- Decks that are greater than 8inch above grade
- Roof enclosures over an existing or new deck
- Re-roofing projects where roof sheathing is being replaced or insulation is being removed

PROJECT EXAMPLES REQUIRING A PERMIT:

Seed Cleaning Plants, Grain Loading Terminals, Fertilizer Storage Buildings, Power Plants, Mines, Welding Shops, Mechanic/Tire Shops, Auto Body Shops, Commercial Interior development, etc.

A BUILDING PERMIT IS **NOT** REQUIRED FOR:

- Fences, driveways and sidewalks
- Cosmetic repairs such as paint or minor repairs to exterior finishes;
- Siding replacement that does not include any structural components such as sheathing
- Replacing windows and doors in existing opening that are not increasing in width
- Roof replacement that does not include any structural components such as sheathing

EXEMPTIONS FROM REQUIRING A PERMIT:

1. **Residential** accessory buildings 10m² (107ft²) or less are exempt from requiring building permits. Zoning setback requirements must still be adhered to.
2. **Farm Building** that are specifically used for Farming Operations and include single and two family dwelling units do not require a building permit *unless* the local government has passed a Building Bylaw requiring such. This exemption does not apply to buildings constructed in RM's or on farm's that are used to earn off Farm Income including Seed Cleaning Plants, Grain Loading Terminals, Fertilizer Storage Buildings, mechanic/welding shops, etc.

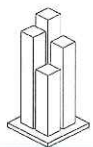
TYPICAL INSPECTIONS DURING CONSTRUCTION:

1. **Footing Inspection** - Prior to pouring concrete footings the inspection would take place
2. **Foundation Inspection** - Prior to pouring or backfilling foundation the inspection would take place
3. **Framing Inspection** - Prior to installing insulation the inspection would take place
4. **VB/Insulation Inspection** - Prior to installing gyproc the inspection would take place
5. **Fire Separation/Blocking Inspection** - Prior to covering fire separations up the inspection would take place
6. **Final Inspection** - Prior to occupying a building a final inspection would take place.

***If you are unsure about what inspections you require, call prior to placing or covering work that may require inspection. If you do not you could be required to remove poured work or uncover work that has been completed at your own cost.**

RESPONSIBILITY:

It is ultimately the property owners responsibility to ensure the Building Permit is applied for, ensure the Building Permit is approved, ensure Plan Review Letter is received and distributed to general contractor/sub-trades, ensure all inspections were called for/ deficiencies completed and ensure the final inspection has been completed prior to occupancy.



"Making buildings a safe place to live, work and play."