

# RURAL MUNICIPALITY OF BRITANNIA NO. 502

## Bylaw No. 02-2025

### A BYLAW RESPECTING BUILDINGS

The Council of the Rural Municipality of Britannia No. 502 in the Province of Saskatchewan enacts as follows:

#### 1. SHORT TITLE

This bylaw may be cited as the Building Bylaw.

#### 2. PURPOSE OF THE BUILDING BYLAW

The purpose of this bylaw is to provide for the administration and enforcement of the Act, the regulations, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority.

#### 3. INTERPRETATION/LEGISLATION

Definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply in this building bylaw.

"**Act**" means The Construction Codes Act.

"**Addition**" means any new construction expanding an existing building, either horizontally or vertically;

"**Alteration**" means a change to any matter, thing or occupancy that is regulated by this Act but does not include an addition;

"**Building**" means the following:

- (a) a structure used or intended for supporting or sheltering any use or occupancy;
- (b) if applicable, the land adjoining a structure mentioned in clause (a); and includes an addition;

"**Building official**" means a person who holds a building official license.

"**Change of occupancy**" means a change from one class of major occupancy recognized by the edition of the National Building Code of Canada that is declared in force pursuant to subsection 5(2) to another class of major occupancy

"**Competent person**" means a person who is recognized by the local authority as having:

- (a) a degree, certificate or professional designation; or
- (b) the knowledge, experience and training necessary to design or review the design of a building.

"**Construction**" means the act of building by combining or arranging parts or elements;

"**Demolition**" means the intentional destruction or removal of all or part of a building;

"**Erection**" means the installation of a building or a part of a building;

"**Farm Building**" as per *The Construction Codes Act*, means, subject to the regulations a buildings that:

- a. Does not contain residential occupancy
- b. Is located on land used for agricultural operation as defined in the agricultural operations act; and
- c. Is used for the following purposes:
  - I. Housing of livestock;
  - II. The productions, storage or processing of primary agricultural and horticultural

- crops and feeds;
- III. The housing and storage or maintains of agricultural equipment's or machinery associated with the agricultural operation.

**"Local authority"** means the Rural Municipality of Britannia No. 502.

**"NBC"** means the edition and provisions of the National Building Code of Canada, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

**"NECB"** means the edition and provisions of the National Energy Code of Canada for Buildings, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

**"Occupancy certificate"** means a certificate issued with respect to the approved use or occupancy of a building.

**"Owner"** means:

- a. any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgagee;
- b. any person, firm or corporation that controls the property under consideration; or
- c. if the building is owned separately from the land on which the building is located, the owner of the building.

**"Owner's representative"** means any person, company, employee or contractor who has authority to act on behalf of an owner.

**"Permit"** means written authorization issued by the local authority or its building official in the form of a building permit.

**"Placement"** means the positioning or placing of a building or part of a building;

**"Plan review"** means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirements of the Act and the regulations.

**"Regulations"** means *The Building Code Regulations* and *The Energy Code Regulations*.

**"Relocation"** means to move a building or part of a building to a new location within the same site;

**"Removal"** means to take off or away from the site; "renovation" means a renewal of a building or a part of a building;

**"Repair"** means to restore to good condition by replacing or fixing parts of a building;

**"SAMA fee"** means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.

**"Value of construction"** means the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors.

**"Work"** means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

**"Use"** means use in the context of the function of a building or a part of a building.

#### **4. SCOPE OF THE BYLAW**

- (1) This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the Rural Municipality of Britannia No. 502.
- (2) Farm Buildings are exempt from constructions standards under *The Construction Codes Act* and *The Building Codes Regulations*.
  - a. For the purposes of this *Building Bylaw*, a building is not a farm building if:
    - i. The building is used in the production, processing, wholesaling or distribution of cannabis as defined in the Cannabis Act (Canada) or The Cannabis Control (Saskatchewan) Act;
    - ii. The building is used for the manufacture, sale, storage, wholesale or delivery of beverage alcohol as authorized by The Alcohol and Gaming Regulation Act, 1997; or
    - iii. The building is classified for assessment purposes in one of the following classes:

1. Commercial and industrial;
2. Elevators;
3. Railway rights of way and pipeline

## 5. **GENERAL**

- (1) It is the duty of every owner or the owner's representative of a building in Saskatchewan to ensure that the building and work is in accordance with the Act, the regulations, any associated codes, interpretations and orders and any bylaws adopted by the local authority with which the building is associated.
- (2) It shall be the responsibility of the owner or the owner's representative to arrange for all permits, inspections and certificates required by any other applicable bylaws, Acts and regulations.
- (3) A building or part of a building for which a permit has been granted shall not be occupied before the issuance of an occupancy certificate by the local authority or the building official pursuant to clause 16(11)(h) of the Act.
- (4) The provisions of this building bylaw apply to buildings greater than 10m<sup>2</sup> (107.6 ft<sup>2</sup>) in building area except as otherwise exempted by the Act or the regulations.

## 6. **PERMIT – ISSUANCE**

- (1) Every application for a permit for work shall be on the form provided by the local authority, and shall be accompanied by a minimum of two sets of plans and specifications of the proposed building and work.
- (2) Every permit application shall be reviewed and approved by the building official including plan review and approval.
- (3) If the work described in an application for a permit, to the best of the knowledge of the local authority or the building official, complies with the requirements of this building bylaw, the Act, or the regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority. In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.
- (4) A permit issued pursuant to this building bylaw must include:
  - a. the name of the person, or company to whom the permit is issued;
  - b. the period for which the permit is valid;
  - c. a statement of all fees, deposits or bonds charged for the permit;
  - d. the scope of work authorized by the permit;
  - e. the municipal address or legal description of the property on which the work described in the permit is located;
  - f. the buildings or portion of buildings to which the permit applies;
  - g. the date of completion of the stages of construction for which a permit holder must inform the local authority;
  - h. any conditions that the permit holder is required to comply with; and
  - i. any information required by this building bylaw.
- (5) No person, or company to whom a permit is issued pursuant to the Act shall fail to comply with the terms and conditions of the permit.
- (6) Work must not commence before a permit is issued.
- (7) The permit fee shall be calculated according to the sum of the following:
  - a. a permit administration fee listed in *Appendix "E"* of this Bylaw for the processing, handling and issuance of a permit;
  - b. the fees for plan review, field inspection of construction and enforcement in accordance within *Appendix "E"* of this Bylaw or the agreement between the provider of building official services and the local authority;
  - c. the fees charged by the Saskatchewan Assessment Management Agency; and
  - d. a deposit as listed in *Appendix "E"* of this Bylaw.
- (8) When a deposit is collected it shall, on request by the owner or owner's representative, be refunded on satisfactory completion of the work or on approval of use or occupancy of the building by the local authority or the building official.
- (9) All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.
- (10) The local authority or the building official may establish the value of construction for the work described in an application for a permit, for the purpose of calculating a permit fee, based on established current construction costs, the owner's or the owner's representative statement of costs or constructor's contract values, or similar methods selected by the local authority or the building official.
- (11) It is the responsibility of the owner or the owner's representative to ensure that all notifications required by section 7 of the Act and this building bylaw are given to the



- local authority and that all inspections are scheduled and completed. Failure to do so may result in additional fees for follow up inspections.
- (12) The owner or the owner's representative will be invoiced by the local authority for additional inspection fees and payment of the inspection fees will be due on receipt of an invoice. Unpaid inspection fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in or on which the work was carried out as per the Act.
- (13) The local authority may, at its discretion, rebate a portion of a permit fee or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

#### **7. PERMITS - REFUSAL TO ISSUE**

- (1) The local authority may refuse to issue a permit if:
- a. the proposed work described on the permit application would contravene:
    - i. the Act;
    - ii. the regulations;
    - iii. an order of the appeal board;
    - iv. a written interpretation of the minister pursuant to section 8 of the Act; or
    - v. the local authority's building bylaw;
  - b. the person who designed or reviewed the design of a proposed building that is within the scope of Part 9 of the NBC is not a competent person;
  - c. the person who designed or completed a design review of a proposed building that is within the scope of the NECB is not an architect or engineer;
  - d. the application for a permit is incomplete;
  - e. any fees, deposits or bonds required pursuant to the local authority's building bylaw for the issuance of a permit have not been paid; or
  - f. the proposed work described on the permit application would contravene any other Act, regulations or bylaw that applies to the proposed work.
- (2) Where the local authority refuses to issue a permit pursuant to subsection (1), the local authority shall:
- a. provide written notice to the applicant as to the reasons for the local authority's refusal to issue a permit; and
  - b. refund any fee or deposit paid as part of the permit application for work pursuant to the Act, less any fees paid for:
    - i. plan review; and
    - ii. permit application or administration.

#### **8. PERMITS - REVOCATION**

- (1) The local authority may revoke a permit issued pursuant to the Act:
- a. if the holder of the permit requests in writing that it be revoked;
  - b. if the permit was issued on mistaken, false or incorrect information;
  - c. if the permit was issued in error;
  - d. subject to subsection (2), if, after 6 months after the permit's issuance, the work for which the permit was issued has not, in the opinion of the local authority's building official, been seriously commenced and no written agreement for the delay has been given by the local authority; or
  - e. subject to subsection (2), if the work for which the permit was issued is, in the opinion of the local authority's building official, substantially suspended or discontinued for a period of more than 6 months after the permit's issuance and no written agreement for the delay has been given by the local authority.
- (2) If the local authority revokes a permit pursuant to subsection (1) it shall provide written notice to the permit holder as to the reasons for the revocation.

#### **9. PERMITS – EXPIRY**

- (1) The expiry of a permit does not relieve the owner or the owner's representative from the obligation to complete the work approved in the permit.
- (2) All permits issued pursuant to this building bylaw shall expire on the date stated in the permit, or if no date is stated:
- a. Twelve months from date of issue;
  - b. six months from date of issue if work is not commenced within that period;
  - c. on the date specified by the local authority if work has not seriously commenced and is suspended for a period of six months; or
  - d. on the date specified by the local authority if work has been suspended with

written permission by the local authority or building official and the agreed upon period has been exceeded.

- (3) An owner or the owner's representative that does not complete all the work listed on a permit before the permit expires shall apply to the local authority that issued the permit to do one of the following:
  - a. revoke the permit;
  - b. extend the term of the permit;
  - c. vary the condition of the permit.
- (4) The local authority may revoke, extend or vary the conditions of a permit as per the application known as "Appendix "D" of this bylaw and subject fees listed in Appendix "E" of this Bylaw.

## 10. ENFORCEMENT

The local authority or the building official may take any measures as permitted by section 24, 25 or 26 of the Act and sections 13 and 14 of *The Building Code Regulations* for the purpose of ensuring compliance with this building bylaw.

## 11. NOTIFICATION

- (1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified of:
  - a. when excavation is to be commenced;
  - b. when the foundation is to be placed;
  - c. when a superstructure is to be placed on the foundation;
  - d. any other event at the time required by the permit under which work has been undertaken; and
  - e. any other specified event at the specified time.
- (2) Before commencing work at a building site, the owner or the owner's representative shall give notice to the local authority of:
  - a. the date on which the owner or the owner's representative intends to commence the work; and
  - b. subject to subsection (8), the name, address and telephone number of:
    - I. the constructor or other person in charge of the work;
    - II. the designer of the work;
    - III. the person or firm that is to review the work to determine whether or not the construction conforms to the design; and
    - IV. any inspection or testing agency that is engaged to monitor the work.
- (3) During the course of construction, the owner or the owner's representative shall give notice to the local authority of:
  - a. subject to subsection (8), any change in, or termination of, the employment of a person or firm mentioned in clause (2)(b);
  - b. the owner's or owner's representative intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
  - c. the owner's or owner's representative intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;
  - d. subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
  - e. subject to subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
  - f. the completion of work.
- (4) Subject to subsection (8), the owner or the owner's representative of a building under construction shall give notice to the local authority of:
  - a. any change in ownership or change in address of the owner or the owner's representative that occurs before the issuance of an occupancy certificate as soon as the change occurs; and
  - b. the owner's or owner's representative intention to occupy a portion of the building if the building is to be occupied in stages.
- (5) The owner of a building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated shall submit a written report to the local authority of the occurrence of the following that causes or has the potential to cause serious injury or loss of life:
  - a. structural failure of the building or part of the building;
  - b. failure of any equipment, device or appliance that is regulated by the Act or the

- regulations.
- (6) A report submitted pursuant to subsection (5) must:
    - a. contain:
      - I. the name and address of the owner;
      - II. the address or location of the building involved in the failure;
      - III. the name and address of the constructor of the building; and
      - IV. the nature of the failure; and
    - b. be submitted to the local authority within 15 days after the occurrence of the failure mentioned in clause (5)(a) or (b).
  - (7) On receipt of the report pursuant to subsection (5), the local authority may require an owner to do the following:
    - a. provide any other information that the building official or local authority may consider necessary;
    - b. complete any additional work that is necessary to ensure compliance.
  - (8) Notice given pursuant to clause (2)(b), (3)(a), (3)(d), (3)(e) or subsection (4) is to be in writing.

## **12. SPECIAL CONDITIONS**

- (1) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
  - a. the building; and
  - b. all building systems.
- (2) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
  - a. the design or design review of the structure;
  - b. an inspection of construction of the structure to ensure compliance with the design; and
  - c. the reviews required by the NBC.
- (3) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure within the scope of the NECB shall have an architect or engineer complete:
  - a. the design or design review of the structure;
  - b. the inspection of construction of the structure to ensure compliance with the design; and
  - c. the reviews required by the NECB.
- (4) In addition to the requirements of subsection (1), (2) or (3), the local authority or building official shall require that an engineer or architect provide:
  - a. a Commitment for Field Review letter as part of the permit application for work; and
  - b. an Assurance of Field Review and Compliance letter, on completion of the work, providing assurance that the work conforms to the engineer's or architect's design.
- (5) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Part 9 of the NBC shall ensure that a competent person has designed or reviewed the design of the building.
- (6) An owner or the owner's representative shall ensure that copies of any inspection or review reports made pursuant to this section are made available to a building official or the local authority on the request of the building official or local authority, as the case may be.
- (7) No owner of a building or an owner's representative shall cause or allow the ground elevations of a building to be changed so as to place in contravention of the NBC:
  - a. the building or part of the building; or
  - b. an adjacent building.
- (8) If the property boundaries of a building lot are changed so as to place a building or part of a building in contravention of the NBC, the owner or the owner's representative shall immediately alter the building or part of the building to bring it into compliance with the NBC.



13. APPENDICES TO THIS BYLAW

- (1) Appendix "A" – Building Permit Application
- (2) Appendix "B" – Building Permit
- (3) Appendix "C" – Order to Comply
- (4) Appendix "D" – Building Permit Extension
- (5) Appendix "E" – Building Fee Schedule
- (6) Appendix "F" – Public Information Sheet

14. PENALTY

- (1) Any person who contravenes any of the provisions of this building bylaw may be subject to the penalties provided in Part 8 of the Act.
- (2) Conviction of a person or corporation for breach of any provision of this building bylaw shall not relieve the person or corporation from compliance with the Act and regulations.

15. REPEAL OF BYLAW(S)

On enactment of this building bylaw, bylaw 20-2022 shall be repealed.

Enactment pursuant to Section 17 of *The Construction Codes Act*; this bylaw shall come into force upon approval by the Ministry of Government Relations.



X \_\_\_\_\_  
REEVE

X \_\_\_\_\_  
CHIEF ADMINISTATIVE OFFCER

Read a first time JANUARY 15, 2025  
Read a second time JANUARY 15, 2025  
Read a third time and adopted JANUARY 29, 2025

APPROVED  
In accordance with Clause 17(6)(A) of  
[Signature]  
Building and Technical Standards  
Ministry of Government Relations  
Mar. 13, 2025  
Date

Certified to be a true and correct copy  
of Bylaw No. 063-2025 passed by  
Resolution of Council on FEBRUARY 10, 2025  
Administrator [Signature]

RESOLUTION 063/25

R.M of Britannia No. 502

# Building Permit Application



IN OFFICE USE:	
Date Received	
File Number	
Tax Roll	
Fees / Receipt	
Deposit	
BUILDING INSPECTOR:	
Building Inspector File:	
Date Approved	
Building Inspector Signature	

## 1. Landowner Information:

Applicant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## 2. Contractor (applicant) Information:

☐ Check if same as applicant

Contractor: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Architect and/or Engineer: \_\_\_\_\_

Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 3. Legal description of land proposed for development:

All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3

LSD \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Registered Plan No. \_\_\_\_\_

Certificate of Title No. \_\_\_\_\_

## 4. Proposed Building Construction:

### a. Residential

- ☐ Single Family Residence (Stick Built)
- ☐ Ready to Move Home (RTM)
- ☐ Attached Garage
- ☐ Detached Garage/shop/Accessory Building
- ☐ Residential Addition
- ☐ Residential Interior Renovation
- ☐ Basement Development

*Continued...*



- ☐ Accessory Building (Shed, Gazebo etc.)
- ☐ Deck
- ☐ Other: \_\_\_\_\_

**b. Commercial/Industrial**

- ☐ Commercial Building
- ☐ Industrial Building
- ☐ Institutional Building / Utility Building
- ☐ Other: \_\_\_\_\_

**5. Description of Work:**

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**6. Additional Information:**

**Estimated Cost of Development:** \_\_\_\_\_

*\*Construction Value includes the total cost of the completed project (design, materials and labour).  
The R.M. of Britannia reserves the right to assign a construction value, as applicable.*

**Dimensions:** Length \_\_\_\_\_ ft. x Width \_\_\_\_\_ ft. x Height \_\_\_\_\_ ft.

**Size:** \_\_\_\_\_ ft<sup>2</sup>

**Finished Areas:** Main \_\_\_\_\_ ft<sup>2</sup> 2nd Storey \_\_\_\_\_ ft<sup>2</sup> Bsmt \_\_\_\_\_ ft<sup>2</sup>

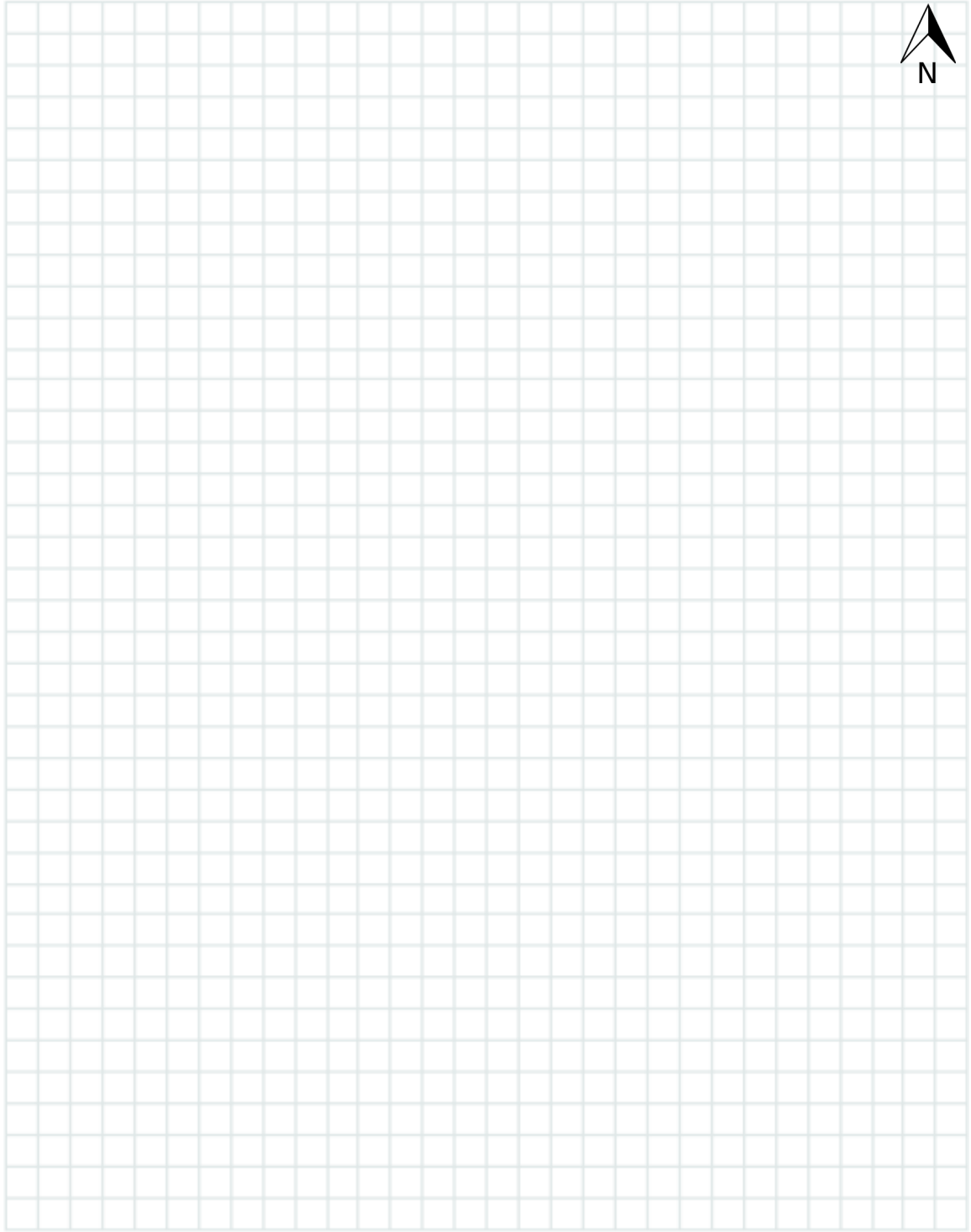
**Attached Garage Area:** \_\_\_\_\_ ft<sup>2</sup>

**Start Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**7. Site Plan**

In order to process the building permit application, all submissions must include a completed site plan of the proposed project; submission of an incomplete site plan will be considered as an incomplete application and returned to the applicant:



Site plan must clearly indicate property lines, estimated distances/measurements, and adjacent road/streets, as well as show any water courses, sloughs, wooded areas, existing structures, existing approaches, utility lines, septic systems, etc.

## 8. Letter of Authorization:

*This section must be signed on all applications where the applicant is not the landowner. Please ensure that all names and signatures of those listed on the certificate of title are included.*

I/We \_\_\_\_\_  
being the owner(s) of \_\_\_\_\_  
Do hereby authorize: \_\_\_\_\_  
to act as an applicant on my/our behalf regarding the \_\_\_\_\_ application  
of the above-mentioned lands.

Name of Applicant(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If the landowner is a registered company, documentation of those with signing authority under company seal is required*

## 9. Right of Entry and Declaration by Applicant

I/we hereby grant approval for the R.M. of Britannia staff to access the property for a site inspection as the Registered Owner(s) and/or person acting on the Registered Owner's Behalf:

☐ Yes

☐ No

I am the owner or Applicant with the consent and authority of the owner that is the subject matter of this permit application. I understand and agree that this application for a Building Permit, and any Building Permit issued pursuant to the application, or any information thereto, is not confidential and may be release by the Municipality.

Further, I/we acknowledge that all buildings must comply with the Municipal Building Bylaw and with the standards of the National Building Code of Canada and the Uniform Building and Accessibility Standards Act to Statistics Canada, Building Official, Other ministries, and agencies as required.

I/we further agree to all conditions and/or regulations stipulated by the Building Official.

I/we further agree to the indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



# BUILDING PERMIT

JWS Inspections File No.  
Britannia File No.

Applicant:						
Contractor:						
Legal Land Location:						
Permit Type:						
Project Description:						
Inspections Required:	Foundation		Framing & Insulation		Final	

Total Fees Payable:	Application Fee		Plans Inspection Fee	
Deposit:	Amount		Receipt	
	Refund Amount		Cheque No.	

Please review attached Plans Examination Report for more information.  
It is the permit holder’s responsibility to schedule all required inspections.

This permit expires 12 months from the date of issue

Date

Authorized Municipal Official

This permit has been issued in accordance with *The Construction Act, 2021*

A permit shall expire and the right of an owner under the permit shall terminate if:

- (a) the work authorized by the permit is not commenced within 6 months from the date of issue of the permit and actively carried out thereafter, or
- (b) work is suspended for a period of 6 months
- (c) the work authorized by the permit must be completed within 12 months or an extension is required, prior to the expiry of the permit.

GENERAL CONDITIONS:

- 1. All municipal zoning and development requirements are satisfied.
- 2. All work, materials and administration of construction, will comply with the National Building Code.
- 3. All requirements of the Plumbing and Gas, Boilers, Elevators, Fire, Electrical Safety Services and other authorities will be met where applicable.

Preferred handling of construction waste:

Construction waste which primarily consists of new materials, should be separated into waste streams (eg. dimensional lumber, plywood, insulation, metals, roofing, carpeting and landscaping waste) which can be reused or recycled. Mixed, unusable construction waste should be disposed of at a waste disposal ground.

Waste includes wood, drywall, brick, earth, metals, insulation, electrical and plumbing materials, siding, carpeting, roofing material and concrete.

Contact SASK 1<sup>st</sup> Call at 1-866-828-4888 prior to digging

**Privacy Notice:**

All information on this permit will be shared with Statistics Canada by the RM of Britannia No. 502 through a Monthly Building and Demolition Permit Survey. The RM of Britannia No. 502 is required to participate in this monthly survey under the authority of the Statistics Act, which ensures that the information provided in the report will be kept confidential. All personal information collected, used, disclosed or retained by Statistics Canada is protected by the Privacy Act and by the Statistics Act, whether provided by a respondent or received from a third party. All information provided to Statistics Canada through Surveys, the census, or any other source is confidential. If you have concerns regarding your privacy as it related to Statistics Canada, please contact the Office of the Privacy Management and Information Coordination at 613-894-4086.





# Order to Comply

Under The Construction Codes Act

Issued to	
Property Location	
Project Description	
Permit Number	
Inspection Date	

## Contraventions(s)

Pursuant to subsection 25(1), (2), (3), (4) or (5) of <i>The Construction Codes Act, The Building Codes Act, National Building Code of Canada</i> , the <i>National Energy Code of Canada for Buildings and Building Bylaw 20-2022</i> , the following contraventions are noted:	
1	
2	
3	

## Order to Comply

Pursuant to subsection 25(1), (2), (3), (4) or (5) of <i>The Construction Codes Act, The Building Codes Act, National Building Code of Canada</i> , the <i>National Energy Code of Canada for Buildings and Building Bylaw 20-2022</i> , you are hereby ordered to comply with the following:	
1	
2	
3	
Compliance with this order is required on or before _____, 20__.	

## Failure to Comply

Failure to comply with the order by the date provided may result in the commencement of legal enforcement as provided by <i>The construction Codes Act</i> . See <i>Sections 26, 36 and 40</i> of the <i>Construction Codes Act</i> .
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## Issued by

Building Official		License No.	
Signature		Phone	
Date		Email	

Please contact \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ 20\_\_.



R.M of Britannia No. 502

Building Permit Extension  
Application

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Permit No: \_\_\_\_\_

Legal Land Location: \_\_\_\_\_

Reason For Building Permit Extension:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- CONDITIONS OF PERMIT:
- This extension is for the period of 365 days following the date of expiry of the above noted building permit.
  - Any work required to complete the project after the extension period requires a new development and building permit permit.
  - It is the responsibility of the permit holder to contact the building official for inspections within the term of this building permit.
  - This extension is also subject to the conditions under which the original permit was issued.
  - There may be additional conditions added to the building permit extension if granted.

\_\_\_\_\_  
SIGNATURE OF LANDOWNER

\_\_\_\_\_  
DATE

Please contact the building official upon the issuance of the building permit extension to discuss building inspection schedule.

IN OFFICE USE: <b>APPROVED</b> or <b>DENIED</b>		
Building Permit #:	Date issued:	Date Expired:
Fee: \$50.00	Receipt No:	Council Res #:
Denied Reason:		

\_\_\_\_\_  
DEVELOPMENT SERVICES OFFICER

\_\_\_\_\_  
DATE



Building Fee Schedule

Rural Municipality of Britannia No. 502 Administration Fees	
	Fee (\$)
Building Permit Application	\$100.00
Saskatchewan Assessment Management Agency Inspection Fee	\$ 20.00
Building Permit Extension	\$50.00

Rural Municipality of Britannia No. 502 Deposit Fees	
Residential (Primary Use)	\$1000.00
Residential – Accessory building	\$500.00
Commercial/ Industrial (Primary Use)	\$2500.00
Commercial/ Industrial – Accessory Buildings	\$1000.00

Penalty Fee
Construction projects that have started prior to a building permit has been issued are subject to a penalty fee of two times the applicable fee of the <i>Plans Examination Report and Inspection Fee</i> .

R.M of Britannia No. 502 Building Permit Extension Application	
Building Type	Fee (\$)
Building Permit Extension Application	\$50.00

JWS Inspections Services Ltd

Fee Schedule

Plans Examinations Report and Inspection Fees JWS Inspection Services Ltd: Residential Fees	
Building Type	Fee (\$)
Single Family Dwelling (stick built)	\$4.25/\$1,000.00 per value of construction
Single Family Dwelling – Additions	\$4.25/ft²/\$1,000.00 of construction value(Minimum \$450.00)
Detached Garage with second floor suite	\$4.25/ft²/\$1,000.00 of construction value (Minimum \$450.00)
Ready to Move Homes (RTM) – No Garage	\$0.36/ ft²
Attached Garage (Existing SFD/ RTM)	\$350.00
Accessory Building up to 600 ft²	\$350.00
Accessory Building (600 ft² to 2000 ft²)	\$450.00
Manufactured Homes/ Mobile	\$200.00
Decks	\$100.00
Basement Development	\$150.00
Commercial Buildings, Industrial Buildings, and any Accessory Buildings <2000 ft²	\$4.50/ \$1000.00

Plans Examinations Report and Inspection Fees JWS Inspection Services Ltd. Notes
<p>1. Costs per thousand must include a material &amp; labor price as if it were awarded to lowest bidder (not including price). \$160.00-\$200.00 per sq.ft. used as a reference for cost.</p> <p>2. A minimum 7 day inspection notice will be required for all inspections.</p> <p>3. Two sets of blue prints are to be collected &amp; forwarded for plan review along with site plan, building permit, and map. Municipality will be invoiced with GST upon completion and return of plan review. One set of drawings, with 2 copies of the plan review report will be forwarded for municipality to distribute back to owner/contractor. Engineer involvement may be required at the discretion of the building inspector on projects that do not conform to the National Building Code; this is the responsibility of the owner/contractor.</p> <p>4. Permits may be expired at the inspector’s discretion if work has been abandoned for a period of 1 year. Most permits will be given 2 year time period to complete the work and call for inspections. If after 2 years a final inspection has not been called in, a final inspection report may be completed &amp; given to the owner to sign off, new permit to be obtained.</p>

JWS Inspection Services Ltd. Refunds	
Permit Cancellations (Required in Writing)	75% refund if requested within 3 months of the permit being issued
	50% refund id request after 3 months of the permit being issued



JWS Inspection Services Ltd. Order Writing	
Building Type	Fee (\$)
Order Writing	\$100/hour

Fees within Appendix “E” are Bylaw 02-2025 are subject to applicable taxes.

# Development and Building

## Public Information Document

Development Permit ≠ Building Permit

Development Permit and Building Permit are two separate processes.

In most cases a development permit must be approved prior to a building permit being issued .

BUILDING PERMIT	
APPROVES	<ul style="list-style-type: none"><li>• Building Structure.</li></ul>
ENSURES COMPLIANCE WITH	<ul style="list-style-type: none"><li>• The Construction Codes Act.</li><li>• The Building Codes Act.</li><li>• National Building Code of Canada.</li><li>• National Energy Code of Canada for Buildings.</li><li>• Municipal Building Bylaw.</li></ul>

BUILDING PERMITS	
REQUIRED	NOT REQUIRED
<ul style="list-style-type: none"><li>• New building and structure construction, including garages, decks, patios, porches, entrance steps, wheelchair ramps.</li><li>• Structural changes to existing buildings.</li><li>• New and ready to move (RTM) buildings.</li><li>• Demolition, repair, relocation alteration or addition to an existing building or structure.</li><li>• Change of occupancy or use of an existing building.</li><li>• Accessory buildings larger than 10m² (107ft²).</li><li>• Decks over 2ft/600mm above grade, and roof enclosures over existing or new decks.</li><li>• Retaining walls, swimming pools (including any device holding over 2 ft/60 mm of water.</li><li>• Basement development in existing or new buildings.</li><li>• Installing bay, bow, or box windows in new or existing openings</li><li>• Installation or replacement of any fire alarm system</li><li>• Alterations or repairs to heritage buildings</li><li>• Basement developments, secondary suites or fireplaces in your home</li><li>• Demolition, repair, alteration or addition to an existing building or structure including: solar panel installation, repair after fire or water damage and structural repairs.</li></ul>	<ul style="list-style-type: none"><li>• Fences, private sidewalks &amp; driveways, planters.</li><li>• Open decks under 2 ft/600 mm above grade.</li><li>• Painting, Cabinet work, decorating and laying flooring.</li><li>• Replacing materials (eg: roofing or siding) or for cosmetic upgrades (eg: painting or flooring) not affecting structural integrity or life safety.</li><li>• Accessory Buildings and Structures (garden sheds, etc) that do not exceed 10m² (107ft²). provided that minimum setback requirements are maintained as per the zoning bylaw, 24-2021.</li><li>• Replacing doors and windows of the same size.</li><li>• Accessory farm building and structures</li><li>• Replacing doors and windows in existing openings, as long as the outside dimension of the window or door does not change, the opening area is not changing and the level of life/fire safety is not changing, ie. the fire protection rating or egress hardware</li><li>• A play structure</li></ul> <p><i>Although these items do not require a building permit, it is still necessary for these projects to comply with Building Code and Zoning requirements and Sask 1<sup>st</sup> Call.</i></p>

Development Services Officer  
[dso@rmbritannia.com](mailto:dso@rmbritannia.com)  
306-825-2610