

**TOWN OF LUSELAND
BYLAW NO. 2025-05
A BYLAW RESPECTING BUILDINGS**

The Council of the Town of Luseland in the Province of Saskatchewan, hereby enacts as follows:

SHORT TITLE

1. This bylaw may be cited as the Building Bylaw

PURPOSE OF THE BUILDING BYLAW

2. 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.

INTERPRETATION/LEGISLATION

3. 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*.

“building official” means a person who holds a building official licence.

“building official services” means plan review services, inspection services and enforcement services carried out by an appointed building official.

“certificate of occupancy” means a written document issued by the local authority giving the owner of the building permission to occupy the building for its intended use.

“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.

“inspection” means the inspection of the following by an appointed building official to ascertain whether the Act and the regulations have been or are being complied with:

- (a) ongoing or incomplete building construction, materials of construction or building systems;
- (b) completed or existing building construction, materials of construction or building systems.

“local authority” means the municipality to which this Building Bylaw applies.

“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 Energy Code Regulations*.

“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, corporation, 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.

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“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*.

“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 design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, change of use, occupancy or change of occupancy of a building.

SCOPE OF THE BYLAW

4. This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.

GENERAL

5(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 a certificate of occupancy 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 10m2 (107.6 ft2) in building area except as otherwise exempted by the Act or the regulations.

(5) No one shall commence, continue or cause to be commenced or continued any work to which the Act, Regulations or this Bylaw applies unless the owner of the real property on which the work is to be carried out has obtained a permit as the case may require, and such a permit has not expired pursuant to Section 9;

(a) No one shall commence, continue or cause to be commenced or continued any work referred to in subsection 5 (5) in respect of which a licence, permit or other authorizing instrument under another bylaw or provincial or federal act, regulation or code is required until such license, permit or instrument is obtained.

(b) Anyone who commences work without first obtaining a permit will have a \$250.00 fee added to the cost of their permit, in addition to regular permit fees.

PERMIT – ISSUANCE

6(1) Every application for a permit for work shall be on the form provided by the local authority, and shall be accompanied by plans and specifications of the proposed building and work in a format acceptable to the local authority.

(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 applied for and 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;

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- (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 stages of construction for which a permit holder must inform the local authority;
- (h) one hard copy of all specifications and scaled drawings of the building with respect to which all work is to be carried out, including but not limited to:
- (1) the dimensions of the building;
 - (2) the proposed use of each room and floor area;
 - (3) the dimensions of the land on which the building is situated and the siting of the building
- (i) any conditions that the permit holder is required to comply with; and
- (f) any information required by the Act, Regulations, Administrative Guidelines this building bylaw may have or as may be further required by the Building Inspector, whether conditions imposed in the permit or otherwise, including, and not limit the generality of the foregoing, certification of an architect or professional engineer as required in the Act and Regulations.
- (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 pursuant to **The Fees Bylaw** for the processing, handling and issuance of a permit;
 - (b) the fees for plan review, field inspection of construction and enforcement in accordance with a fee 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, if required, in an amount determined by the local authority.
- (8) If a deposit is collected it shall, on request by the owner or owner's representative, be refundable 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 pursuant to **The Fees Bylaw**, as amended, and are 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.
- (14) Demolition Permits structure
- (a) Every applicant for a Demolition Permit shall pay a fee pursuant to **The Fees Bylaw**, as amended, and are subject to any applicable taxes.
 - (b) If the site is not restored to a safe and tidy condition within 30 days of completion and/or abandonment of demolition, or, in any event, within 30 days of the date of expiry of the permit, the Municipality may perform such work as necessary to ensure the site is not dangerous to public safety. In such a case, the applicant shall be liable for the costs incurred for the site restoration and be liable to pay to the Municipality any shortfall upon demand.
 - (c) The Municipalities Foreman, at his discretion, may direct that the existing sewer and/or water connection be terminated at the mains or may require the replacement of the said sewer and/or water or may allow the reuse. In the event of any necessary connection or re-connection to the

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mains, the owner shall comply with the requirements of the Municipality. As a condition of issuance of a permit under this Bylaw, the Municipality may require a custom work order be executed and a deposit made, equal to the estimated cost of any connection or re-connection to the mains.

(d) No demolition permit shall be issued with respect to any building on which taxes are in arrears or outstanding without approval from the Council.

PERMITS – REFUSAL TO ISSUE

7(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 Part 3, 4, 5, 6 or 7 of the NBC is not an architect or engineer;
- (d) 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;
- (e) the application for a permit is incomplete;
- (f) 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
- (g) 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.

PERMITS – REVOCATION

8(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.

PERMITS – EXPIRY

9(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 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 conditions of the permit.

(4) The local authority may revoke, extend or vary the conditions of a permit on written application of the permit holder and subject to any condition or fees listed in the bylaw.

ENFORCEMENT

10 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.

NOTIFICATION

11(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 a certificate of occupancy as soon as the change occurs; and
- (b) the owner's or owner's representative's 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 any 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.


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(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) or (3)(e) or subsection (4) is to be in writing.

SPECIAL CONDITIONS

12(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, 4, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:

- (a) the design or design review of the building and all building systems;
- (b) an inspection of construction of the building and all building systems to ensure compliance with the design; and
- (c) the reviews required by the NBC.

(2) 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) a field review of construction of the structure to ensure compliance with the design; and
- (c) the reviews required by the NECB.

(3) In addition to the requirements of subsections (1) and (2), 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.

(4) 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.

(5) 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.

(6) 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.

(7) 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.

FEEES

13 Every applicant for a Building Permit, Demolition Permit, or for other services provided by the Building Division, shall pay a fee pursuant to *The Fees Bylaw*, as amended, and are subject to any applicable taxes.

RECTIFICATION OF HAZARDS

14 If upon inspection the Building Inspector is satisfied that any building is in an unsafe condition such as may constitute an imminent danger to the safety of the occupants and/or the public and/or any property and the owner cannot be conveniently located, in addition to all other authority;


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(a) the Building Inspector may cause such work to be carried out as he considers necessary to eliminate such danger and the owner shall be liable in respect to expenses incurred in carrying out such work and same may be collected in the manner referred to in section 16 of The Construction Codes Act whether or not an appeal is filed or a stay is ordered pursuant to the Act; and

(b) neither the Municipality, the Building Inspector nor anyone acting on his behalf shall be liable to compensate the owner, occupant or any other person by reason of anything done without notice to any owner or person in occupation or having control of the building and whether or not an appeal is undertaken pursuant to the Act.

REPRESENTATION

15 The owner shall indemnify and save harmless the Municipality, the Building Inspector or any Municipal Official or Employee from all losses, costs, claims, or damages whatsoever brought by or on behalf of the owner or any other person that may arise as a result of, from, or in any way touching upon the issuance of the permit related to the work, and not to limit generality of the foregoing, in relation to:

- (a) faulty subsoil conditions, whether such conditions were unknown to the Municipality or not;
- (b) the fact that the owner or any other party on behalf of the owner has continued work so as to conceal previous work, making that work impossible to inspect by the Municipality or any Municipal Official or Inspector appointed by the Municipality;
- (c) the owner's failure to call for an inspection of work as required in the Act and Regulations; or
- (d) the owners failure to have displayed on site, the permit site identification, and all applicable site inspection cards.

PENALTY

16(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.

REPEAL OF BYLAW(S)

17 On enactment of this building bylaw, all previous building bylaws, including building bylaw amendments, are repealed.

Enactment pursuant to Section 17 of The Construction Codes Act.



(SEAL)

Kathy Warr
 Mayor

[Signature]
 CAO

Introduced and given 1st reading on the 2 day of April, 2025
 Given 2nd reading on the 2 day of April, 2025
 Given 3rd reading and thereby adopted on the 2 day of April, 2025

[Signature] CAO Initials
KW Mayor Initials

**SCHEDULE “A”
To Bylaw No. 2025-05**

**Town of Luseland
Application for a Building / Demolish Permit**

**Bylaw No. 2025-05
The Building Bylaw
&
Bylaw No. 2014-09
The Zoning Bylaw**

Application Requirements

The following is required in order to make an application:

- a. a completed application form (below);
- b. submission of any application appendices if necessary;
- c. receipt of full payment of the applicable application fee;
- d. a scaled site plan drawing showing, in detail, the site proposed for development including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing buildings and structures, and proposed buildings and structures and distances from the four property boundaries;
 - location of all existing and proposed utilities;
 - location of all existing and proposed approaches and driveways; and
 - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes bluffs etc....

If different from the applicant, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Decision Time Frame

The timing associated with the provision of a development permit will be based upon the completeness and quality of information provided on the application. The application will be submitted to the Town of Luseland Council to review at the next regularly scheduled Council Meeting. From here, it will be sent to our Municipal Building Inspectors at Construction Code Authority. A Permit will be issued once we have confirmation from them that it has been approved.

Please discuss the current processing timelines with Town Office Administrators when you submit your application as these are guidelines only.

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.

LOCAL AUTHORITY: Town of Luseland

Building Permit Application Under *The Construction Codes Act*

Applicant Information (permit can be an agent of the owner. If by agent, please complete Owner Authorization Form)

Owner / Company
Primary Contact Name
Mailing Address
Phone
Email

Permit Information	
Project Civic Address	
Parcel Size	
Existing Land Use	
Project Description	
Project Type (check one)	<input type="radio"/> New Construction <input type="radio"/> Addition <input type="radio"/> Alteration/Renovation <input type="radio"/> Repair <input type="radio"/> Temporary Structure <input type="radio"/> Relocation of Existing Building <input type="radio"/> Demolition or Removal of an Existing Building <input type="radio"/> Other: _____
Required Attachments to be supplied	<input type="radio"/> One hard copy of all specifications and scaled drawings of the building with respect to which all work is to be carried out, including but not limited to: <ul style="list-style-type: none"> • a scale and north arrow, • site lines, • Bylaw site line setbacks, • front, rear, and side yard requirements, • site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features, • the location of any buildings, structures, easements, and dimensioned to the site lines, • the location of trees and other vegetation, especially natural vegetation, street trees, and mature growth, • proposed on-site and off-site services, landscaping and other physical site features, • a dimensioned layout of parking areas, entrances, and exits, • abutting roads and streets, including service roads and alleys, • an outline, to scale, of adjacent buildings on adjoining sites, • the use of adjacent buildings and any windows overlooking the new proposal, fencing or other suitable screening, • other, as required by the Development Officer or Council to effectively administer this Bylaw.
Building area	<input type="radio"/> Code Analysis
Building Height	
Value of Construction	\$
Proposed Date of Commencement	
Proposed Date of Completion	
Development Permit Required	<input type="radio"/> YES <input type="radio"/> NO

Owner Information (include all owners listed on the property title, or attach on separate sheet)

Name
Address
Phone
Email

General Contractor Information

Name
Address
Phone
Email
Town of Luseland Business License #

Architect / Engineer Information

Name
Address
Phone
Email
Town of Luseland Business License #

Declaration by Applicant

I hereby declare that the above statements contained within this application and the attached drawings are true and correct. I agree that where required a Development Permit must be issued for the building permit to be valid. Neither document relieves the owner, the applicant or the owner's agent from complying with all local authorities' bylaws and/or provincial and federal Acts and regulations including the National Building Code of Canada (NBC), the National Energy Code of Canada for Buildings (NECB) and the National Plumbing Code of Canada (NPC), and that it is my responsibility to ensure compliance with such legislation, official, local authority or its building official. I agree that no construction shall commence without proper permits and approvals.

I agree to indemnify and hold harmless the Town of Luseland from and against any claims, demands, liabilities, costs and damages related to the development undertaken pursuant to this application.

Name
Signature
Date

Notes:

A code analysis provides detailed information on the provision of the NBC, NECB or NPC that applies to the specific project demonstrating design and construction are intended to meet minimum requirements.

Value of construction is defined as 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.

Building area means the greatest horizontal area of a building above grade within the outside surface of exterior walls or the outside surface of exterior walls and the centre line of firewalls.

Building height (in storeys) means the number of storeys contained between the roof and the floor of the first storey.

The application can be submitted to luseland@sasktel.net or by mail or in person at the Town of Luseland Municipal Office 503 Grand Ave, PO Box 130 Luseland, SK S0L 2A0

For Office Use Only

Tax Roll Number
Present Zoning
Proposed Use
Proposed Yards
Required Yards
Legal Description
Application Status as per Council
Meets Zoning Bylaw Requirements
Development Permit Required
<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Development Permit # _____ <input type="radio"/> Development Permit \$ _____ <input type="radio"/> Development Permit Receipt # _____
Owner Authorization Form Submitted (if needed)
Building Permit Sent to Construction Code Authority
Application Status as per Construction Code Authority
Permit # Issued
Permit Application Fee
Permit Fee as per Building Inspector
Application Number
Certificate of Occupancy
All Fees Paid
<input type="radio"/> Development Fee <input type="radio"/> Building Application Fee <input type="radio"/> Permit Fee

SCHEDULE "B"
To Bylaw No. 2025-05

Town of Lusseland
Building / Demolish Permit

Bylaw No. 2025-05
The Building Bylaw
&
Bylaw No. 2014-09
The Zoning Bylaw

LOCAL AUTHORITY: Town of Lusseland
 Building Permit under *The Construction Codes Act*

Permit Information

Permit Number	
Project Description	
Project Location	Civic: _____ Legal: _____ Roll Number: _____
Building Area & Height	
Major Occupancy (Choose One)	<input type="radio"/> A1 <input type="radio"/> A2 <input type="radio"/> A3 <input type="radio"/> A4 <input type="radio"/> B1 <input type="radio"/> B2 <input type="radio"/> B3 <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F1 <input type="radio"/> F2 <input type="radio"/> F3 <input type="radio"/> Part 3 <input type="radio"/> Part 9 <input type="radio"/> NECB <input type="radio"/> Section 9.36
Code Application	Invoice Number: _____ \$ _____
Final Permit Fees Due	

Applicant

Owner Name	
Mailing Address	
Phone Number	
Email	
Contractor Name	
Mailing Address	
Phone Number	
Email	

Permit Requirements

Points of Construction where it is necessary to advise CAO	Foundation
	Framing
	Insulation
	Final Inspection Before Occupancy
Building Official Name	Phone: _____
Building Official Contact Info	Email: _____
CAO / Development Officer Name	Phone: _____
CAO / Development Officer Contact Info	Email: _____
CAO / Development Officer Signature	
Date Approved	

***Note, that this Permit will expire;
 (a) twelve months from date of issue;
 (b) six months from date of issue if work is not commenced within that period;
 Additional Notes:

In the National Building Code of Canada (NBC), major occupancy means:

- A1 - Assembly occupancies intended for the production and viewing of the performing arts
- A2 - Assembly occupancies not elsewhere classified in Group A
- A3 - Assembly occupancies of the arena type
- A4 - Assembly occupancies in which the occupants are gathered in the open-air
- B1 - Detention occupancies in which persons are under restraint or are incapable of self-preservation because of security measures not under their control
- B2 - Treatment occupancies
- B3 - Care occupancies
- C - Residential occupancies
- D - Business and personal services occupancies
- E - Mercantile occupancies
- F1 - High-hazard industrial occupancies
- F2 - Medium-hazard industrial occupancies
- F3 - Low-hazard industrial occupancies

Division B, Part 3 of the NBC applies to all buildings more than three storeys in building height or more than 600 m² in building area and some smaller buildings that have Group A, Group B or Group F, Division 1 major occupancies.

Division B, Part 9 of the NBC applies to buildings three storeys or less in building height and 600 m² or less in building area with Group C, Group D, Group E and Group F, Divisions 2 and 3 major occupancies.

The National Energy Code of Canada for Buildings (NECB) applies to the design and construction of buildings effective January 1, 2019:

- New Division B, Part 3 buildings as described in the NBC
- Additions to existing Division B, Part 3 buildings.
- New Division B, Part 9 buildings that do not fall within the scope of the NBC, Division B, Section 9.36.
- Additions to existing Division B, Part 9 buildings that do not fall within the scope of NBC, Division B, Section 9.36.
- New buildings or additions that fall within the application of NBC, Division B, Section 9.36. where this compliance path is chosen.

For additional information on the application of the NECB, please refer to *The Energy Code Regulations*.

Division B, Section 9.36. means the portion of the NBC that applies energy efficiency standards to one- and two-unit dwellings and other residential occupancies effective January 1, 2019. For additional information on the application of Division B, Section 9.36 of the NBC, please reference to *The Building Code Regulations*.

Where permit requirements are attached, they become part of the approved building permit.

Permit fees are calculated in the building bylaw or from a fee bylaw adopted under Subsection 17(3) of the CC Act.

**SCHEDULE “C”
To Bylaw No. 2025-05**

**Town of Luseland
Order to Comply**

**Bylaw No. 2025-05
The Building Bylaw
&**

**Bylaw No. 2014-09
The Zoning Bylaw**

LOCAL AUTHORITY: Town of Luseland
Order to Comply (OTC) under *The Construction Codes Act (the CC ACT)*

Issued to	
Property Location	
Project Description	
Permit Number	
Inspection Date	

Contraventions

Under Subsection 24(1) of the CC Act, *The Building Code Regulations*, (the BC Regulations) the National Building Code of Canada (NBC), the National Energy Code of Canada for Buildings (NECB) and Building Bylaw No. 2025-05, the following contraventions are noted.

1.	
2.	
3.	
4.	
5.	

Order to Comply

Under Subsection 25(1), (2), (3), (4) or (5) of the CC Act, the BC Regulations, the NBC, the NECB and Building Bylaw No. 2025-05, you are hereby ordered to comply as follows:

1.	
2.	
3.	
4.	
5.	
Compliance with this order is required on or before: _____, 20____	

Failure to Comply

Failure to comply with the order by the date provided is an offence pursuant to the CC Act and may result in the commencement of legal enforcement as provided by the CC Act. See Sections 26, 39 and 40 of the CC Act. An order may be registered in the Land Titles Registry 61 days after the date on which the order is received by the owner.

Issued By

Building Official	License No.
Company	Phone
Date	Email

Right of Appeal

An owner of a building may appeal an order made under Subsection 25 of the CC Act within **15 days** after service of the order by submitting a request for hearing form to the Chief Codes Administrator and providing a deposit. For appeal information contact the Building and Technical Standards Branch, Saskatchewan Ministry of Government Relations.
Email: btstandards@gov.sk.ca Phone 306-787-4113.

**SCHEDULE “D”
To Bylaw No. 2025-05**

**Town of Luseland
Certificate of Occupancy**

**Bylaw No. 2025-05
The Building Bylaw
&
Bylaw No. 2014-09
The Zoning Bylaw**

LOCAL AUTHORITY: Town of Luseland
Certificate of Occupancy

THIS IS TO CERTIFY THAT THE LAND AND BUILDINGS IDENTIFIED HEREIN HAVE BEEN INSPECTED IN ACCORDANCE WITH APPLICABLE CONSTRUCTION STANDARDS AND THE FOLLOWING OCCUPANCY THEREFORE IS HEREBY AUTHORIZED

BUILDING PERMIT INFORMATION	
BUILDING BYLAW NUMBER	
BUILDING PERMIT NUMBER	
PERMIT APPLICATION TYPE	
CONSTRUCTION TYPE	
OCCUPANCY CLASSIFICATION	
BUILDING USE OR OCCUPANCY	

LAND DESCRIPTION	
CIVIC ADDRESS	
LEGAL LAND DESCRIPTION	
ROLL NUMBER	

CONTACT INFORMATION	
OWNER PHONE #	OWNER EMAIL
OWNER'S REPRESENTATIVE PHONE #	OWNER'S REPRESENTATIVE EMAIL
CONTRACTOR'S PHONE #	CONTRACTOR'S EMAIL

DETAILS OF CONSTRUCTION SPECIFIC TO THIS CERTIFICATE OF OCCUPANCY

CONDITIONS OF THE CERTIFICATE OF OCCUPANCY

The issuance of this Certificate of Occupancy does not relieve the owner or the owner's representative from compliance with construction standards set out in *The Construction Codes Act*, the regulations, any associated codes, standards, interpretations and orders and any bylaws adopted by the local authority with which the building is associated.

APPROVAL	
DATE OF OCCUPANCY APPROVAL	
DEVELOPMENT OFFICER NAME	
CAO AUTHORIZED SIGNATURE	

SCHEDULE "E"
To Bylaw No. 2025-05

Town of Lussland
Owners Authorization Form

Bylaw No. 2025-05
The Building Bylaw
&

Bylaw No. 2014-09
The Zoning Bylaw

Owner's Authorization Form

Date: _____

I, _____ of _____ authorize

PRINT - Owner's Name * Company (if applicable)

_____ of _____ to make

PRINT - Name * Company (if applicable)

application, discuss and handle all matters, on my behalf, in relation to the application for the following (only select those that apply) *:

- Building/Demolition Permit
- Business License
- Development Permit
- Minor Variance
- Portable or Permanent Sign
- Subdivision/Consolidation
- Zoning & Building Compliance Letter
- Zoning Bylaw Amendment
- Zoning Memorandum
- Other (please specify): _____

For the following civic address _____

Legal Description (if known): _____

Owner's Signature _____

Owner's Email (if applicable) _____

Owner's Phone Number _____

Owner's Mailing Address _____