CITY OF LACOMBE
BYLAW 168

Consolidated to March 14, 2016

A bylaw of the City of Lacombe in the Province of Alberta being a bylaw to regulate the procedure, content and cost of permits for the use, construction or demolition of buildings. (b.168.7, 03/14/2016)

WHEREAS the Alberta Uniform Building Standards Act, being Chapter U-4 of the Revised Statutes of Alberta, 1980, provides that by regulation of the Minister of manpower and labour may authorize any local authority to enforce the Alberta Uniform Building Standards Act in its respective municipality;

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

a. prohibiting the commencement by any person of the use, construction or demolition of any building unless that person is authorized by a permit to do so;

b. providing for the form and content of permits for the use, construction or demolition of a building;

c. providing for the issuance of permits;

d. providing that the granting of a permit does not entitle the permitee, his successors or assigns or anyone on his or their behalf, to construct any building that fails to comply with the requirements of any building restriction agreement affecting the work site described in the permit;

e. prescribing the fees to be charged for the issuing of permits;

AND WHEREAS the City of Lacombe has been so authorized by Alberta Regulations 341/84; (b.168.7, 03/14/2016)

NOW THEREFORE the Council of the City of Lacombe in the Province of Alberta, duly assembled, hereby enacts as follows: (b.168.7, 03/14/2016)

1. TITLE- This By-law shall be known as the City of Lacombe Building Permit By-law, may be cited as such, and will be referred to herein as “this By-law”. (b.168.7, 03/14/2016)

2. DEFINITIONS
a. "Inspector" shall mean a person appointed as inspector for the City of Lacombe pursuant to Section 2 of the Uniform Building Standards Act R.S.A. 1980, cU-4 (b.168.7, 03/14/2016)

b. "Act" shall mean the Alberta Uniform Building Standards Act, being Chapter U-4 of the Revised Statutes of Alberta, 1980, its amendments and revisions as are incorporated in the said Act.

c. "City" shall mean the municipal corporation of the City of Lacombe, its employees or agents. (b.168.7, 03/14/2016)

d. All definitions contained in the Act shall also apply to this by-law.
3. SCOPE - The provisions for the By-law shall apply to the issuance of and fee structure of permits respecting the construction use, alteration, repair and demolition of any building within the City. (b.168.7, 03/14/2016)

4. POWERS & DUTIES OF THE INSPECTOR
   a. The Inspector is hereby authorized and directed to enforce all provisions of this By-law.
   
   b. The Inspector shall keep an accurate record and account of all permits issued and all fees and other monies collected and received under this By-law

5. APPLICATION FOR PERMIT
   a. Unless the person concerned has previously obtained a permit or permission from the Inspector, no person shall commence or cause to be commenced:
      i. the erection or construction of any building;
      
      ii. the addition, relocation, improvement, alteration or conversion of any building;
      
      iii. the occupancy of any building;
      
      iv. the excavation of any land for the purpose of erecting or locating any building or part thereof;
      
      v. the installation or use of any mechanical equipment specifically governed by the Act

   b. A permit is not required for:
      i. painting and decorating;
      
      ii. minor repair where matters affecting health or safety or building structure are not involved; (b.168.7, 03/14/2016)
      
      iii. repair or alteration to any heating, ventilating or air conditioning system which is of a minor nature and which, in the opinion of the Inspector, will not hinder the satisfactory operation of the system, and does not involve a matter of health or safety to the occupants of the building.
      
      iv. the replacement of windows where size alterations are not being made, the replacement of shingles, soffits and other exterior items which do not affect the structural integrity of the building (b.168.7, 03/14/2016)

6. APPLICATION FORM
   a. To obtain a permit an applicant shall first file an application in writing on the prescribed form. Each such application shall:
      i. identify and describe the work to be covered by the permit for which the application is made;
      
      ii. describe the land on which the proposed work is to be done by legal description and work site civic address, or similar description that will readily identify and definitely locate the proposed work;
      
      iii. show the use of occupancy of all parts of the building;
      
      iv. be accompanied by plans and specifications as required under Section 7 of the By-
v. state the valuation of the proposed work;

vi. be signed by the applicant or his authorized agent who may be required to submit evidence to indicate such authority;

vii. give such other information as may be required by the Inspector

7. PLANS AND SPECIFICATIONS

a. Plans and specifications shall be submitted with each permit application, with the municipality identifying the total number required. These plans and specifications shall be sufficient in detail to allow a determination as to whether the proposed construction is in accordance with the Act, this By-law, or any other applicable by-law or regulation. (b.168.7, 03/14/2016)

b. When authorized by the Inspector, plans and specifications need not be submitted.

8. INFORMATION REQUIRED ON PLANS AND SPECIFICATIONS

a. Plans and specifications shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed, and show in detail that it will conform to the provisions of the Act, and all Provincial and Federal laws and regulations, and all bylaws of the City. (b.168.7, 03/14/2016)

b. Each set of plans shall state the work site address and the name and mailing address of the owner of the building and person who prepared such plans.

c. Plans shall include a site plan showing the actual dimensions of the lot or lots and the proposed building or buildings and the relation of such building or buildings to the lot or property lines, together with such information in detail as may be necessary to comply with the provisions of the Act and other legislation applicable thereto; and excepting in cases where such a requirement is, in the opinion of the Inspector, obviously unnecessary, a plan of survey certified by an Alberta Land Surveyor showing such of the above information as may be deemed necessary by the Inspector to secure compliance with the requirements of the Act.

9. BUILDING PERMITS

a. Issue of Permit - The application, plans and specifications filed by an applicant for a permit may be reviewed by the Inspector or any other department of the City for compliance with this and any other by-laws of the City. The Inspector may refer to plans to the Building Standards Branch of Alberta Labour for such review as may be deemed appropriate. When the Inspector has reviewed the plans and specifications for compliance with the Act and requirements of this and any other by-law of the City, and the fee prescribed in accordance with Section 10 has been paid, the Inspector may issue a permit. (b.168.7, 03/14/2016)

b. Plans - When the Inspector issues the permit, he shall endorse in writing or stamp on both sets of plans and specifications Examined. Such examined plans specifications shall not be changed, modified or altered without authorization from the Inspector and all work shall be done in accordance with the examined plans.
c. Retention of Plans - One set of examined plans, specifications and computations shall be retained by the authority having jurisdiction, and one set of approved plans and specifications shall be returned to the applicant, which set shall be kept at the work site at all times during which the work authorized thereby is in progress, and shall be made available to the Inspector when at the work site.

d. Destruction of Plans - Plans submitted for checking for which no permit is issued and on which no action is taken by the Inspector for ninety (90) days, may be destroyed by the Inspector.

e. Validity - The issue or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Act. No permit presuming to give authority to violate or cancel the provisions of the Act shall be valid except in so far as the work or use which it authorizes is lawful.

f. Corrections - The issue of a permit based upon plans and specifications shall not prevent the Inspector from thereafter requiring the correction of errors in said plans and specifications or from preventing building operations being carried on there under when in violation of the Act, this By-law or any other by-law of the City. (b.168.7, 03/14/2016)

g. Expiration - Every permit issued by the Inspector shall expire by limitation and become null and void, if the building authorized by such permit is not commenced within ninety (90) days from the date of such permit, or if the building authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred and twenty (120) days. Before such work can be recommenced, a new permit shall first be obtained and the fee therefore shall be one-half (1/2) the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided, further, that such suspension or abandonment has not exceeded one (1) year.

h. Suspension or Revocation - The Inspector may, in writing, suspend or revoke a permit whenever the permit is issued in error, or on the basis of incorrect information supplied or in violation of any provision of the Act, Provincial or Federal legislation or regulations, or any bylaw of the City.

10. BUILDING PERMIT FEES

a. A fee for each Building Permit shall be submitted at the time of application, such fee calculated in accordance with Schedule "A", provided no work, including excavation, has been started before the issuance of the permit.

b. As part of the Building Permit Fee, a Deposit Fee shall be submitted in accordance with Schedule "A" for each residential, commercial, industrial or institutional Building Permit. At the discretion of the Inspector or the municipality, the fee may be waived if the deposit is deemed to be unnecessary provided Clause 3(b) of Schedule "A" is not applicable. (02/27/95) (b.168.7, 03/14/2016)

c. In the event of work having been started on any building, including excavation, before a permit for such work has been obtained the permit fee shall be double the fee required in Section 10 (a) of this Bylaw. (02/27/95)
d. Construction costs and valuation for the purposes of this By-law shall be calculated using the unit values set out in Schedule "B" of this By-law for the type of building and construction applicable. (b.168.7, 03/14/2016)

e. The unit values identified in Schedule "B" of this By-law are minimum costs. With regards to all permits, should the contract or bid price be higher than the value identified in Schedule "B" then the higher value shall be used for the calculation of building value and permit fee. (02/27/95)

11. VIOLATIONS AND PENALTIES

a. Any person who commits a breach of any of the provisions of this By-law is guilty of an offense under Section 13 of the Act.

b. The conviction of a person for any violation of this By-law does not operate as a bar to further prosecution under this By-law for the continued neglect or failure on the part of this person to comply with the provisions of this By-law, and any such violation of this By-law shall be regarded as of a continuing nature.

12. Schedule A and B are attached to and forms a part of this by-law. (b.168.7, 03/14/2016)

13. This By-law shall come into effect upon the date of it being finally passed. Changes to this bylaw shall come into effect on April 4, 2016. (b.168.7, 03/14/2016)

INTRODUCED AND GIVEN FIRST READING this 10th day of February A.D. 1992

GIVEN SECOND READING this 24th day of February, A.D. 1992

GIVEN THIRD AND FINAL READING this 24th day of February, A.D. 1992

__________________________
Mayor

__________________________
Chief Administrative Officer
1. The Building Permit fee provided in Section 10(a) of Bylaw 168 shall be calculated at Six Dollars ($6.00) for each One Thousand Dollars ($1,000) of construction value as determined pursuant to Schedule B of this Bylaw, to a maximum of One Million Dollars ($1,000,000.00) construction cost; plus Four Dollars and Fifty Cents ($4.50) for each One Thousand Dollars ($1,000) of construction value in excess of One Million Dollars ($1,000,000.00) (b.168.4, 01/14/02).

2. Demolition Permit fee shall be One Hundred and Twenty Five dollars ($125.00)

3. Occupancy Permit fee shall be One Hundred and Twenty Five dollars ($125.00)

4. Modular Hook Up Fee One Hundred and Twenty Five dollars ($125.00)

5. Basement renovation not including a secondary suite fee shall be One Hundred and Twenty Five dollars ($125.00)

6. Basement renovation to create a secondary suite shall be established using the building fees for residential projects, established in one (1) above.

7. Garden suites fees shall be established using the building fees for residential projects, established in one (1) above.

8. Fire places/woodstove/pools/etc fee shall be Seventy Five Dollars ($75.00)

9. The fee for re-inspection of a building shall be Fifty Dollars ($50.00). (b.168.4,01/14/02)

10. Notwithstanding the formulas for calculating building permit fees found in Schedules A and B, the Town shall require a minimum building permit fee of seventy five dollars ($75.00) for new build residential projects and two hundred dollars ($200.00) for new build non residential projects (amended March 14, 2016).
CITY OF LACOMBE BYLAW 168
Schedule B
Minimum Construction Value Factors

<table>
<thead>
<tr>
<th></th>
<th>Per Square Foot</th>
<th>Per Square Meter</th>
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<tbody>
<tr>
<td><strong>Residential Housing</strong></td>
<td></td>
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<tr>
<td>Single Family</td>
<td>$150.00</td>
<td>$1,614.60</td>
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<tr>
<td>Single Family (2nd Story)</td>
<td>$85.00</td>
<td>$914.94</td>
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<tr>
<td>Multi-Family (3 storeys or less)</td>
<td>$115.00</td>
<td>$1,237.86</td>
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<tr>
<td>Multi-Family (more than 3 storeys)</td>
<td>$120.00</td>
<td>$1,291.68</td>
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<tr>
<td>Townhouses or Rowhouses</td>
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<tr>
<td>Garages (attached or detached)</td>
<td>$35.00</td>
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<tr>
<td>Carport</td>
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<td>$269.10</td>
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<tr>
<td>Renovations</td>
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<td>$430.56</td>
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<tr>
<td><strong>Apartments</strong></td>
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<tr>
<td>Concrete Construction</td>
<td>125.00</td>
<td>$1,345.50</td>
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<tr>
<td>Masonry and Wood Construction</td>
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<tr>
<td>Basement Parkade</td>
<td>$75.00</td>
<td>$807.30</td>
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<tr>
<td>Above-Ground Parkade</td>
<td>$75.00</td>
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<tr>
<td><strong>Commercial (Offices, restaurants, service stations, strip malls, warehouses)</strong></td>
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<tr>
<td>Concrete Construction</td>
<td>$120.00</td>
<td>$1,291.68</td>
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<tr>
<td>Masonry Construction</td>
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<tr>
<td>Masonry and Wood Construction or Steel Construction</td>
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<td>Steel Construction</td>
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<td>Wood Construction</td>
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<tr>
<td>Renovations</td>
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<td>$753.48</td>
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<td><strong>Churches, Hotels, Schools, Institutional (not Hospitals)</strong></td>
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<tr>
<td>Concrete Construction</td>
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<td>Masonry and Wood Construction or Steel Construction</td>
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<td>Wood Construction</td>
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<td><strong>Hospitals</strong></td>
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<td>Masonry and Wood Construction or Steel Construction</td>
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<tr>
<td>Wood Construction</td>
<td>$175.00</td>
<td>$1,883.70</td>
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<tr>
<td><strong>Industrial</strong></td>
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<tr>
<td>Applicant must provide value based on Tender amounts at time of permit application; where not supplied the commercial fee shall apply</td>
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