

City of Lacombe Bylaw 520

A Bylaw of the City of Lacombe, in the Province of Alberta (hereinafter referred to as “the Municipality”), to establish the application procedure and fees for permits issued pursuant to the Safety Codes Act.

WHEREAS, pursuant to section 66 of the *Safety Codes Act*, R.S.A. 2000, c. S-1 (2) an accredited municipality may pass bylaws respecting minimum maintenance standards for buildings and structures, fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*, and respecting the carrying out of its powers and duties as an accredited municipality, and

WHEREAS, pursuant to section 7 of the Municipal Government Act, R.S.A. 2000 c. M-26, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS if a local authority is so authorized, the local authority may make bylaws 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 permittee, 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;

NOW, THEREFORE, the Council of the City of Lacombe duly assembled hereby enacts as follows:

1. Bylaw Title

- 1.1. The bylaw shall be referred to as the “Safety Codes Permit Bylaw.”

2. Schedules

- 2.1. Schedule “A” – Building Fees is attached and forms part of this bylaw.
- 2.2. Schedule “B” – Electrical Permit Fees is attached and forms part of this bylaw.
- 2.3. Schedule “C” – Gas Permit Fees is attached and forms part of this bylaw.
- 2.4. Schedule “D” – Plumbing Permit Fees is attached and forms part of this bylaw.

3. Definitions

In this bylaw:

- 3.1. “Act” shall mean the Alberta Safety Codes Act, being Chapter S-1 of the Revised Statutes of Alberta 2000, its amendments and revisions as are incorporated in the said Act.
- 3.2. “City” shall mean the municipal corporation of the City of Lacombe, its employees or agents.
- 3.3. “Safety Codes Officer” or “SCO” shall mean a person who holds an appropriate certificate of competency and meets the requirements of the Safety Codes Act.

4. Permit Requirements

4.1. A person shall not start any undertaking for which a permit is required pursuant to this bylaw unless a permit has been issued.

4.2. If there is imminent serious danger to persons or property because of anything, process or activity to which the Safety Codes Act applies or because of a fire hazard or risk of explosion, a person may, without a permit, start an undertaking for which a permit is required pursuant to this bylaw but that person must apply for a permit as soon as the danger, fire hazard or risk of explosion has been remedied.

4.3. Powers and Duties of the Safety Codes Officer

- a. The SCO is hereby authorized and directed to enforce all provisions of this bylaw.
- b. The SCO shall keep an accurate record and account of all permits issued and all fees and other monies collected and received under this Bylaw.

4.4. Application For Permit

- a. Unless the person concerned has previously obtained a permit or permission from the SCO, 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;
 - (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 SCO, 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.

4.5. Application Form

- a. To obtain a permit an applicant shall first file an application 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 4.6 of this Bylaw;
- (v) state the valuation of the proposed work;
- (vi) be signed by the applicant or their authorized agent who may be required to submit evidence to indicate such authority;
- (vii) give such other information as may be required by the SCO.

4.6. 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 Bylaw, or any other applicable bylaw or regulation.
- b. When authorized by the SCO, plans and specifications need not be submitted.

4.7. Information Required on Plans and Specifications

- a. Plans and specifications shall be drawn to scale 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. 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(s), the proposed building(s) and the relation of such building(s) to the 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 SCO, unnecessary, a plan of survey certified by an Alberta Land Surveyor showing such of the above information as may be deemed necessary by the SCO to secure compliance with the requirements of the Act.

4.8. Permit Expiry or Cancellation

- a. The City shall charge an administrative fee of twenty-five percent (25%) of the permit fee for any request to cancel an active permit issued by the City or SCO, providing an inspection has not yet occurred and an extension has not been previously granted. The Safety Codes Levy is non-refundable.
- b. The City shall charge an administrative fee of fifty percent (50%) of the permit fee for any request to re-open a permit that has passed its expiry date, with no extension request received prior to expiry.

5. Building Permits

5.1. Issue of Permit

- a. The application, plans and specifications filed by an applicant for a permit may be reviewed by the SCO or any other department of the City for compliance with this and any other bylaws, policies and guidelines of the City. The SCO may refer the plans to the Safety Codes Council for such review as may be deemed appropriate. When the SCO has reviewed the plans and specifications for compliance with the Act and requirements of this and any other bylaw of the City, and the fee prescribed in accordance with Schedule A has been paid, the SCO may issue a permit.

5.2. Plans

- a. When the SCO issues the permit, they shall endorse in writing or stamp on the plans and specifications “Examined”. Such examined plans specifications shall not be changed, modified or altered without authorization from the SCO and all work shall be done in accordance with the examined plans.

5.3. Retention of Plans

- a. One set of examined plans, specifications and computations shall be retained by the City 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 SCO when at the work site.

5.4. Destruction of Plans

- a. Plans submitted for review, for which no permit is issued and in which no action is taken by the SCO for ninety (90) days, will be considered transitory and will be destroyed as per the city's retention schedule and procedures.

5.5. Validity

- a. 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.

5.6. Corrections

- a. The issue of a permit based upon plans and specifications shall not prevent the SCO 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 Bylaw or any other bylaw, policy and guideline of the City.

5.7. Expiration

- a. Every permit issued by the SCO 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.
- b. Before such work can be recommenced, a new permit shall first be obtained and the fee therefore shall be fifty percent (50%) of 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.

5.8. Suspension or Revocation

- a. The SCO 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, policy and guideline of the City.

6. Electrical, Gas and Plumbing Permits

6.1. Scope

- a. That persons employed or contracted by the City having received a Designation of Powers Certificate related to issuing permits under Section 40 of the Safety Codes

Act may issue Electrical, Plumbing or Gas permits, on the prescribed form(s) established by the Chief Administrative Officer or his delegate.

- b. The City may at their discretion charge double fees for any work commenced without a permit issued by the City.

7. Violations and Penalties

- 7.1. Any person who commits a breach of any of the provisions of this Bylaw is guilty of an offense under Part 5.1 of the Act.
- 7.2. The conviction of a person for any violation of this Bylaw does not operate as a bar to further prosecution under this Bylaw for the continued neglect or failure on the part of this person to comply with the provisions of this Bylaw, and any such violation of this Bylaw shall be regarded as of a continuing nature.

8. Effective Date

- 8.1. This bylaw comes into effect on October 1, 2024.

9. Severability

- 9.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

10. Repeal Of Bylaw 168 and Bylaw 306

- 10.1 Bylaw 168 and its amendment Bylaw 168.1, 168.2, 168.4, 168.5, and 168.7, are hereby repealed.
- 10.2 Bylaw 306 and its amendment Bylaw 306.1 and 306.2, are hereby repealed.

INTRODUCED AND GIVEN FIRST READING THIS 13th day of May, 2024.

GIVEN SECOND READING THIS 13th day of May, 2024.

GIVEN THIRD AND FINAL READING THIS 27th day of May, 2024.

Original Signed

Mayor

Original Signed

Chief Administrative Officer

City of Lacombe Bylaw 520 Schedule A

BUILDING PERMIT FEES

1) All fees are subject to a 4% Safety Codes Council Levy (minimum \$4.50 to a maximum of \$560).

Fee Type	Permit Fee
New Construction	Calculated at \$7.00 for each \$1,000 of construction cost to a maximum of \$1,000,000 and then \$5.00 for every \$1,000 of construction costs above \$1,000,000 - Minimum Residential Fee: \$125.00 - Minimum Non-Residential Fee: \$300.00
Secondary Suite / Garden Suite	Fees shall be established using the building fees for New Construction, as outlined above.
Manufactured / Modular / RTM Home	\$187.50
Basement Renovation (Not including a secondary suite)	\$125.00
Decks / Fireplace / Woodstove / Hot Tub / Pool etc.	\$100.00
Demolition	\$137.50
Change of Use (Commercial / Industrial)	\$165.00
Solar Installation	\$125.00
Re-Open Expired Permit	50% of Permit Fee (minimum \$75.00)
Re-Inspection Fee (<i>permit closed with deficiencies</i>)	\$75.00
Permit Cancelled / Refused After Review Completed	Refund 75% of Permit Fee

City of Lacombe Bylaw 520 Schedule B

ELECTRICAL PERMIT FEES

- 2) A minimum fee of \$93.75 shall be levied for all permits.
- 3) Fees for all electrical permits shall be calculated using the rates established in the tables below.
- 4) All fees are subject to a 4% Safety Codes Council Levy (minimum \$4.50 to a maximum of \$560)

RESIDENTIAL FEES

New Residential Dwellings (Excludes - renovations, additions and accessory structures)

Square Footage	Permit Fee
Up to 1200	\$172.50
1201 - 1500	\$202.50
1501 - 2000	\$255.00
2001 - 2500	\$285.00
2500 and over	\$300.00

Basement / Renovation / Accessory Structure Projects

Project Value	Permit Fee
\$0 - \$1000	\$93.75
\$1001 - \$2000	\$106.25
\$2001 - \$3000	\$118.75
\$3001 - \$4000	\$131.25
\$4001 - \$5000	\$143.75
\$5001 and over	Use square footage from New Residential Dwellings chart to determine fee

NON-RESIDENTIAL ELECTRICAL & SOLAR INSTALLATION FEES

Installation Costs (\$)	Permit Fee
0 - 1,000	\$112.50
1,001 - 2,500	\$120.00
2,501 - 5,000	\$180.00
5,001 - 7,500	\$225.00
7,501 - 10,000	\$262.50
10,001 - 15,000	\$300.00
15,001 - 20,000	\$337.50
20,001 - 25,000	\$375.00
25,001 - 30,000	\$412.50
30,001 - 35,000	\$450.00
35,001 - 40,000	\$487.50
40,001 - 45,000	\$525.00
45,001 - 50,000	\$562.50
50,001 - 75,000	\$750.00
75,001 - 100,000	\$862.50
100,101 - 150,000	\$1,087.50
150,001 - 200,000	\$1,290.00
200,001 - 250,000	\$1,537.50
250,001 - 300,000	\$1,900.00
300,001 - 350,000	\$2,100.00
350,001 - 400,000	\$2,300.00
400,001 - 450,000	\$2,500.00
450,001 - 500,000	\$2,600.00
500,001 - 600,000	\$2,700.00
600,001 - 700,000	\$2,800.00
700,001 - 800,000	\$2,900.00
800,001 - 900,000	\$3,100.00
900,001 - 1,000,000	\$3,300.00

OTHER ELECTRICAL FEES

Fee Type	Permit Fee
Manufactured / Modular / RTM Home	\$112.50
Homeowner Permit	\$75.00
Annual Maintenance Fee	\$300.00
Re-Open Expired Permit	50% of Permit Fee (minimum \$75.00)
Permit Cancelled / Refused After Review Completed	Refund 75% of Permit Fee

City of Lacombe Bylaw 520 Schedule C

GAS PERMIT FEES

- 1) A minimum fee of \$93.75 shall be levied for all permits.
- 2) Fees for all gas permits shall be calculated using the rates established in the tables below.
- 3) All fees are subject to a 4% Safety Codes Council Levy (minimum \$4.50 to a maximum of \$560)

Residential Installations (including Accessory Structures and Renovations)

Number of Outlets	Permit Fee
1	\$112.50
2	\$112.50
3	\$120.00
4	\$150.00
5	\$160.00
6	\$175.00
7	\$193.75
8	\$206.25
9	\$225.00
10	\$237.50
11	\$250.00
Number of Outlets	Permit Fee
12	\$262.50
13	\$275.00
14	\$287.50
15	\$300.00
16	\$312.50
17	\$325.00
18	\$337.50
19	\$350.00
20	\$362.50
21+	\$375.00 plus \$8.00 per outlet over 20

Non-Residential Installations & Apartment Buildings

BTU Input	Permit Fee
0 - 50,000	\$112.50
50,001 - 100,000	\$127.50
100,001 - 150,000	\$143.75
150,001 - 250,000	\$175.00
250,001 - 350,000	\$200.00
350,001 - 500,000	\$231.25
500,001 - 750,000	\$281.25
750,001 - 1,000,000	\$300.00
1,000,001+	\$350.00 + \$7.00 per 100,000 BTU over 1,000,000

Non-Residential Replacement Installations

BTU Input	Permit Fee
0 - 400,000	\$93.75
400,001 - 500,000	\$200.00
500,001 - 1,000,000	\$250.00
1,000,000 +	\$250.00 + \$6.00 per 100,000 BTU over 1,000,000 BTU

Other Gas Fees

Fee Type	Permit Fee
Manufactured / Modular / RTM Home	\$93.75
Homeowner Permit	\$75.00
Furnace Replacement	\$93.75
Secondary Gas Line Installation	\$93.75
Temporary Heat	\$93.75
Propane Tank Set	\$112.50
Propane Refill	\$225.00
Re-Open Expired Permit	50% of Permit Fee (minimum \$75.00)
Permit Cancelled / Refused After Review Completed	Refund 75% of Permit Fee

City of Lacombe Bylaw 520 Schedule D

Plumbing Permit Fees

- 1) A minimum fee of \$93.75 shall be levied for all permits.
- 2) Fees for all plumbing permits shall be calculated using the rates established in the table below.
- 3) All fees are subject to a 4% Safety Codes Council Levy (minimum \$4.50 to a maximum of \$560)

RESIDENTIAL & NON-RESIDENTIAL

Number of Fixtures	Permit Fee
1 - 5	\$112.50
6 +	\$112.50 + \$7.50 per fixture over 5

Other Plumbing Fees

Fee Type	Permit Fee
Manufactured / Modular / RTM Home	Based on number of fixtures
Homeowner Permit	\$75.00
Holding Tank	\$125.00
Fields / Mounds (Issued in compliance with the City of Lacombe Utility Bylaw)	\$500.00
Re-Open Expired Permit	50% of Permit Fee (minimum \$75.00)
Permit Cancelled / Refused After Review Completed	Refund 75% of Permit Fee