

# Town of Outlook

## BYLAW NO. 02 (2025)

### A BYLAW RESPECTING BUILDINGS

The Council of the Town of Outlook, in the Province of Saskatchewan, 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 regulation, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations, and Saskatchewan Construction Standard 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. In addition, the following definitions apply:
  - a. “**Act**” means *The Construction Codes Act*.
  - b. “**Building Official**” means a person or group of persons who hold(s) a building official license and have been appointed by the local authority to act on its behalf
  - c. “**Competent Person**” means a person who is recognized by the local authority as having:
    - i. A degree, certificate, or professional designation; or
    - ii. The knowledge, experience and training necessary to design or review the design of a building.
  - d. “**Local authority**” means the Town of Outlook to which this Building Bylaw applies.
  - e. “**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.
  - f. “**NECB**” means the edition and revisions 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.
  - g. “**Occupancy Certificate**” means a certificate issued with respect to the approved use or occupancy of a building.
  - h. “**Owner**” means:
    - i. 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;
- ii. Any person, firm or corporation that controls the property under consideration; or
- iii. If the building is owned separately from the land on which the building is located, the owner of the building
- i. **"Owner's representative"** means any person, company, employee, or contractor who has authority to act on behalf of any owner.
- j. **"Permit"** means written authorization issued by the local authority or its building official in the form of a building permit.
- k. **"Plan Review"** means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirement of *The Act* and the regulations.
- l. **"Regulations"** means *The Building Code Regulations* and *The Energy Code Regulations*.
- m. **"SAMA fee"** means a fee charged to the Town by the Saskatchewan Assessment Management Agency with respect to their work.
- n. **"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.
- o. **"Work"** means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, 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.
  - a. This building bylaw does not replace the Development Permit and Fees Bylaw and, as such, is to be used in conjunction with it.

## GENERAL

- 5. 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.
  - a. 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.
  - b. 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.
  - c. 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.

## **BUILDING PERMITS**

6. Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall be in Form A provided by the local authority, and shall be accompanied by the issued development permit as required by the Development Permit and Fees Bylaw, an electronic copy of the plans and specifications, or a minimum of two printed sets of plans and specifications of the proposed building and work, except that when authorized by the local authority or its authorized representative plans and/or specifications need not be submitted.
  - a. Every complete permit application shall be reviewed by the building official; approval thereof is required prior to issuance of the permit by the local authority.
  - b. If the work described in an application for building permit, to the best of the knowledge of the local authority and/or the building official, complies with the requirements of this building bylaw, the local authority, upon receipt of the required fee, shall issue a permit in Form B and return one set of approved plans and specifications to the applicant.
  - c. The permit (Form C) issued pursuant to this building bylaw must include:
    - i. The name of the person, or company to who the permit is issued;
    - ii. The period for which the permit is valid;
    - iii. A Statement of all fees, deposits or bonds charged for the permit;
    - iv. The scope of work authorized by the permit;
    - v. The civic address or legal description of the property on which the work described in the permit is location;
    - vi. The buildings or portion of buildings to which the permit applies;
    - vii. The date of completion of the stages of construction for which a permit holder must inform the local authority;
    - viii. Any conditions that the permit holder is required to comply with' and,
    - ix. Any other information required by this building bylaw.
  - d. 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.
  - e. Work must not commence before a permit is issued.
  - f. The permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be as prescribed in Schedule "A".
  - g. 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.
  - h. 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 Municipalities Act*.

- i. 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.

## **PERMITS – REFUSAL TO ISSUE**

7. 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.

Where the local authority refuses to issue a permit pursuant to the aforementioned, 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 in Form C; and
- b. Refund any fee or deposit paid as a 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. 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 f, 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 development officer, been seriously commenced and no written agreement for the delay has been given by the local authority; or
- e. Subject to subsection f, if the work for which the permit was issued is, in the opinion of the local authority's development officer, 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.

- f. If the local authority revokes a permit pursuant to the aforementioned, it shall provide written notice to the permit holder as to the reason for the revocation.

## **PERMITS – EXPIRY**

- 9. 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.
  - a. All permits issued pursuant to this building bylaw shall expire on the date stated in the permit, or if no date is stated:
    - i. twenty-four months from date of issue;
    - ii. six months from date of issue if work is not commenced within that period;
    - iii. on the date specified by the local authority if work has not seriously commenced and is suspended for a period of six months; or
    - iv. 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.
  - b. 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:
    - i. revoke the permit;
    - ii. extend the term of the permit;
    - iii. vary the condition of the permit.
  - c. 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.

## **DEMOLITION OR REMOVAL PERMITS**

- 10. The fee for a permit to demolish or remove a building are set out in the Development Permit and Fees Bylaw of the local authority.
  - a. In addition, the applicant shall deposit with the local authority the sum of \$500.00 (five hundred dollars) per building for residential demolition and removal permits and \$1,000.00 (one thousand dollars) per building for commercial, institutional and industrial demolition and removal permits, to cover the cost of restoring the site after the building has been demolished or removed to such condition that it is, in the opinion of the local authority or its development officer, not dangerous to public safety.
  - b. If the applicant who demolishes or removes the building restores the site to a condition satisfactory to the local authority or development officer, the sum deposited, or portion thereof, shall be refunded.
  - c. Every application for a permit to demolish or remove a building shall be in Form A.
  - d. Where a building is to be demolished and the local authority or its

authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the demolition in Form B.

- e. Where a building is to be removed from the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form B.
- f. Where a building is to be removed from its site and set upon another site in the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, and the building when placed on its new site and completed, to the best of the knowledge of the local authority or its authorized representative, will conform with the requirements of this bylaw, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form B.
- g. In addition, the local authority, upon receipt of the fee prescribed in the Development Permit and Fees Bylaw, shall issue a permit for the placement of the building in Form B.

## **CHANGE OF OCCUPANCY PERMITS**

- 11. The fees for a permit for a change of use or change of occupancy of any building or property of any class are set out in The Development Permit and Fees Bylaw of the local authority.
  - a. Every application to change occupancy shall be in Form A.
  - b. Where a change of occupancy is approved by the local authority, upon receipt of the fee prescribed, the local authority shall issue a permit for the change of occupancy in Form B.

## **ENFORCEMENT**

- 12. 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.
  - a. If any building or part thereof or addition thereto is constructed, erected, placed, altered, repaired, renovated or reconstructed in contravention of any provision of this bylaw, the local authority or its building official may take any measures as permitted by Part V of *The Act* for the purpose of ensuring compliance with this bylaw including, but not limited to:
    - i. At any reasonable hour, enter land or a building,
    - ii. ordering production of a register, certificate, plan or other document relating in any manner to the design, construction addition,

- erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building,
- iii. inspect and take samples of any material, equipment, or appliance being used in the design, construction addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building,
- iv. issuing notices to owners that order actions within a prescribed time including but not limited to an order to comply in Form D or a prescribed form provided by the building official,
- v. eliminating unsafe and imminent risk or danger to the safety of occupants or the public conditions,
- vi. completing actions, upon an owner's non-compliance with permit conditions or an order, and adding the expenses incurred to the tax payable on the property,
- vii. obtaining restraining orders;
- viii. be accompanied into a building by a person having special or expert knowledge on any matter to which *The Act* or the regulations relate;
- ix. do any combination of the things described in clauses i to ix.
- b. If any building, or part thereof, is in an unsafe condition or imminent risk or danger due to its faulty construction, dilapidated state, abandonment, open or unguarded condition or any other reason, the local authority or its building official may take any measures allowed by subsection 12 (a) of this bylaw.

## NOTIFICATION

13. The owner or the owner's representative of a building to be constructed shall ensure that the local authority:
- a. At permit approval is notified of:
    - i. when excavation is to be commenced;
    - ii. when the foundation is to be placed;
    - iii. when a superstructure is to be placed on the foundation;
    - iv. any other event at the time required by the permit under which work has been undertaken;
    - v. any other specified event at the specified time.
  - b. Before commencing work at a building site is notified of:
    - i. the date on which the owner or the owner's representative intends to commence the work; and
    - ii. subject to subsection (8), the name, address, and telephone number of:
      - 1. the constructor or other person in charge of the work;
      - 2. the designer of the work;
      - 3. the person or firm that is to review the work to determine whether the construction conforms to the design; and

4. any inspection or testing agency that is engaged to monitor the work.
- c. During construction is notified of:
    - i. subject to subsection (8), any change in, or termination of, the employment of a person or firm mentioned in subsection (12)(b);
    - ii. 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;
    - iii. 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;
    - iv. subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
    - v. subject to subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
    - vi. the completion of work.
  - d. During building construction is notified of:
    - i. 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
    - ii. the owner's or owner's representative intention to occupy a portion of the building if the building is to be occupied in stages.
  - e. 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:
    - i. structural failure of the building or part of the building;
    - ii. failure of any equipment, device or appliance that is regulated by the Act or the regulations.
  - f. A report submitted pursuant to subsection (e) must:
    - i. contain:
      1. the name and address of the owner;
      2. the address or location of the building involved in the failure;
      3. the name and address of the constructor of the building; and
      4. the nature of the failure; and
    - ii. be submitted to the local authority within 15 days after the occurrence of the failure mentioned in subsection (e).
  - g. On receipt of the report pursuant to subsection (e), the local authority may require an owner to do the following:
    - i. provide any other information that the building official or local authority may consider necessary;
    - ii. complete any additional work that is necessary to ensure compliance.
  - h. Notice given pursuant to clauses within this section is to be in writing.



## **SPECIAL CONDITIONS**

14. 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:
  - i. the building; and
  - ii. all building systems.
- b. 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:
  - i. the design or design review of the structure;
  - ii. an inspection of construction of the structure to ensure compliance with the design; and
  - iii. the reviews required by the NBC.
- c. 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:
  - i. the design or design review of the structure;
  - ii. the inspection of construction of the structure to ensure compliance with the design; and
  - iii. the reviews required by the NECB.
- d. In addition to the requirements of subsection (a), (b) and (c) the local authority or building official shall require that an engineer or architect provide:
  - i. a Commitment for Field Review letter as part of the permit application for work; and
  - ii. 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.
- e. 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.
- f. 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.
- g. 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:
  - i. the building or part of the building; or
  - ii. an adjacent building.
- h. 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.

## PENALTY

15. 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*.

- a. 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 BYLAWS

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

- a. The following bylaws are hereby repealed:
  - i. Bylaw No. 03 (2003) *The Building Bylaw*
  - ii. Bylaw No. 07 (2005) A bylaw to amend *The Building Bylaw* Schedule "A"

## ENACTMENT

17. This bylaw shall be Enacted pursuant to Section 17 of *The Construction Codes Act*.



  
MAYOR

  
ADMINISTRATOR

Certified a true copy of Bylaw No.02 (2025)  
passed by the Council of the Town of Outlook  
on the 07 day of April, 2025.

  
Administrator



**SCHEDULE "A"**

**BUILDING PERMIT FEES**

1. The following fees shall be applied for Building permit applications referred to a person, firm or corporation employed under contract by the local authority:
  - a. Permit Administration fees for the processing, handling and issuance of a permit are set out in The Development Permit and Fees Bylaw of the local authority.
  - b. Building Official fees -The fee shall be the actual cost to the local authority for plan review, field inspection of construction and enforcement in accordance with an agreement between the provider of building official services and the local authority. It is understood that the licensed building officials may change from time to time and that their fees to the Town of Outlook may change from time to time. Contact information and a fee schedule will be provided upon request.
  - c. A deposit, if required, in an amount determined by the local authority.
2. If a deposit is collected it shall, on the request of the owner or the 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.
3. All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.
4. The local authority and/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 construction contractor's values, or similar methods selected by the local authority and/or the building official.

# Bylaw No. 02 (2025), The Building Bylaw

## FORM A Permit Application under *The Construction Codes Act*

\* indicates required

<b>*Applicant Information</b> (permit applicant can be an agent of the owner)		
Name/Company	company name if applicable	
Primary Contact	primary contact for project	
Address	lot, city, province, postal code	
Phone and Email	phone number	email address
<b>* Permit Information</b>		
Project Location/Building Location	civic address or legal description	
Project Type (check one)	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition, alteration, repair or renovation to existing building <input type="checkbox"/> Temporary structure <input type="checkbox"/> Relocation of an existing building <input type="checkbox"/> Demolition of an existing building <input type="checkbox"/> Change of use/occupancy	
Project Description	written description of project	
For Change of Occupancy Only (See notes for List)	Current Major Occupancy	Proposed Major Occupancy
Attached	Code analysis: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*Construction Plans and Specifications</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Building Area and Height	area in square meters	height in storeys
Value of Construction	\$	
<b>For Office Use Only</b>		
Tax Roll Number/Permit Fees		
<b>* Owner Information</b> (Include all owners listed on the property title or attach on a separate sheet)		
Name/Company		
Project Contact		
Address		
Phone and Email	phone number	email address
<b>Lead Designer</b> (this is the individual responsible for the overall design)		
Company		
Project Contact		
Address		
Phone and Email	phone number	email address

**\*Declaration by Applicant**

I hereby declare that the above statements contained within this application and attached drawings are true and correct. I agree that where required, a Development Permit must be issued in order for the Building Permit to be valid. Neither document relieves the owner, the applicant, or the owner's agent from complying with all municipal bylaws and/or Provincial and Federal acts and regulations including the National Building Code (NBC) and the National Energy Code for Buildings (NECB) and the National Plumbing Code (NPC), and that it is my responsibility to ensure compliance with such legislation, regulations, bylaws and codes regardless of any plan review or inspections that may or may not be carried out by the building official, local authority or its authorized representatives. I agree that no construction shall commence without proper permits and approvals.

Name and Date		dd/mm/yyyy
Signature		

**Notes:**

In the National Building Code (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

A Code Analysis provides detailed information on provision of the NBC, NECB or NPC that apply to the specific project demonstrating design and construction is intended to meet minimum requirements.

Value of Construction is the total cost 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 within 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.

**Bylaw No. 02 (2025), The Building Bylaw****FORM C Refusal to Issue Permit under The Construction Codes Act**

<b>Applicant</b>					
Name/Company					
Project Contact					
Address					
Phone and Email		phone number	email address		
Project Description					
Project Location		own address		legal description	
<b>Permit Refused Reason(s):</b>					
<b>Proposed Work is Contravention of:</b>	<input type="checkbox"/> The Act	<input type="checkbox"/> The Regulations	<input type="checkbox"/> Order of Appeal Board	<input type="checkbox"/> Written Interpretation of the Minister under Section 8	<input type="checkbox"/> Building Bylaw
	<input type="checkbox"/> Designer/reviewer not competent under bylaw	<input type="checkbox"/> Designer/completer not an architect or engineer	<input type="checkbox"/> Application Incomplete	<input type="checkbox"/> Fees, deposits or bonds not paid	<input type="checkbox"/> Contravenes another act, regulations or bylaw
Development Officer Signature and Date					
<b>Fees Refunded</b>					
<b>Right to Appeal Decision:</b>					
<p>Subsection 31(1) of the CC Act provides an owner or owner's representative with the right of appeal of an order to comply issued by a Building Official. A request for hearing application must be completed and received within 15 days after the service of the order. The request for hearing application is to be submitted to the Chief Codes Administrator (CC Administrator) with the required deposit.</p>					
<p><a href="https://www.saskatchewan.ca/business/housing-development-construction-and-property-management/building-and-technical-standards/saskatchewan-building-and-accessibility-standards-appeal-board">https://www.saskatchewan.ca/business/housing-development-construction-and-property-management/building-and-technical-standards/saskatchewan-building-and-accessibility-standards-appeal-board</a></p>					



**Bylaw No. 02 (2025), The Building Bylaw****FORM D Order to Comply (OTC) under The Construction Codes Act**

<b>Issued to:</b>		
Name/Company		
Project Contact		
Address		
Phone and Email		
Project Description		
Project Location		
Inspection Date		
<b>Contravention:</b>		
<b>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. 02 (2025) the following contraventions are noted:</b>		
<b>Order to Comply:</b>		
<b>Under Subsection 25(1), (2), (3), (4) or (5) of the CC Act, the BC Regulations, the NBC, the NECB and Building Bylaw No. 02 (2025), you are hereby ordered to comply as follows:</b>		
<b>Compliance with this order is required on or before:</b>		
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.		
Building Official and Date		
Signature and License Number		

Phone and Email	Phone number	Email address
<b>Right to Appeal Order:</b>		
<p>Subsection 31(1) of the <i>CC Act</i> provides an owner or owner's representative with the right of appeal of an order to comply issued by a Building Official. A request for hearing application must be completed and received within 15 days after the service of the order. The request for hearing application is to be submitted to the Chief Codes Administrator (CC Administrator) with the required deposit.</p>		
<p>For appeal information contact the Building and Technical Standards Branch, Saskatchewan Ministry of Government Relations.  Email: <a href="mailto:btstandards@gov.sk.ca">btstandards@gov.sk.ca</a> Phone 306 787 4113</p>		



Bylaw No. 02 (2025), *The Building Bylaw*

**FORM B Building Permit under *The Construction Codes Act***

Permit Information			
Permit Number			
Project Description			
Project Location	city/town/village	legal description	
Building Area and Height	area in square meters	height in storeys	
Major Occupancy			
Code Application	<input type="checkbox"/> Part 3	<input type="checkbox"/> Part 9	<input type="checkbox"/> NECB <input type="checkbox"/> Section 9.36.
Permit Fees			
Applicant			
Name/Company			
Project Contact			
Address			
Phone and Email	phone number	email address	
Permit Requirements/Conditions			
Building Official/Contact Information	Building official	phone number	email address
Development Officer Signature and Date			signature/days
Development Officer Contact Information	name	phone number	email address

**Notes:**

**In the National Building Code (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 m<sup>2</sup> 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 m<sup>2</sup> 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 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 refer 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.**