

**VILLAGE OF ST. LOUIS**  
**BYLAW NUMBER ONE OF 2017**

**A BYLAW OF THE VILLAGE OF ST. LOUIS, SASKATCHEWAN RESPECTING BUILDINGS**

The Council of the Village of St. Louis in the Province of Saskatchewan enacts as follows:

**SHORT TITLE**

1. This bylaw may be cited as the Building Bylaw.

**INTERPRETATION/LEGISLATION**

2. (1) "Act" means *The Uniform Building and Accessibility Standards Act* being Chapter U-1.2 of the Statutes of Saskatchewan, 1983-84 and amendments.  
  
(2) "Administrative Requirements" means *The Administrative Requirements for Use with The National Building Code*.  
  
(3) "Authorized representative" means a building official appointed by the local authority pursuant to subsection 5(4) of the Act.  
  
(4) "Local authority" means the Village of St. Louis and its Council.  
  
(5) "Municipal official" means the clerk or administrator of the municipality or their designate.  
  
(6) "Regulations" means the Uniform Building and Accessibility Standards Regulations made pursuant to the Act.  
  
(7) "Value of construction" means the total costs to the owner for the building construction in its completed form and includes the cost of design, all building work, materials of construction, building systems, labour and profit of the contractor and subcontractors.  
  
(8) Definitions contained in the Act and Regulations shall apply in this bylaw.

**SCOPE OF THE BYLAW**

3. (1) This bylaw applies to matters governed by the Act and the Regulations, including the *National Building Code of Canada*, and the Administrative Requirements.  
  
(2) Notwithstanding subsection (1), references and requirements in the Administrative Requirements respecting matters regulated by the Act and Regulations shall not apply.  
  
(3) Notwithstanding subsection (1), references and requirements in the Administrative Requirements respecting "occupancy permits" shall not apply except as and when required by the local authority or its authorized representative.

**GENERAL**

4. (1) A permit is required whenever work regulated by the Act or Regulations is to be undertaken.

- (2) No owner or owner's agent shall work or authorize work or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done.
- (3) The granting of any permit that is authorized by this bylaw shall not:
- (a) entitle the grantee, his successor or assigns, or anyone on his behalf to erect any building that fails to comply with the requirements of any building restriction agreement, Bylaw, Act and/or Regulation affecting the site described in the permit, or
  - (b) make either the local authority or its authorized representative liable for damages or otherwise by reason of the fact that a building, the construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use or occupancy of which has been authorized by permit, does not comply with the requirements of any building restriction agreement, Bylaw, Act and/or Regulation affecting the site described in the permit.
- (4) An accessory building not greater than 10 m<sup>2</sup> (108 ft<sup>2</sup>) is exempt from this bylaw provided it does not create a hazard.

### **BUILDING PERMITS**

5. (1) Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall be in Form A or (a form provided by the local authority), and shall be accompanied by one set of the plans and specifications of the proposed building, except that when authorized by the local authority or its authorized representative plans and/or specifications need not be submitted.
- (2) If the work described in an application for building permit, to the best of the knowledge of the local authority or its authorized representative, complies with the requirements of this bylaw, the municipal official, upon receipt of the prescribed fee, shall issue a permit in Form B or (a form provided by the local authority).
- (3) The local authority may, at its discretion, have plan review, inspection and other services for the purpose of enforcement of the Act and Regulations provided by building officials designated by the minister to assist the local authority pursuant to subsection 4(4) of the Act.
- (4) The local authority may, at its discretion, have plan review, inspection and other services provided by a person, firm or corporation employed under contract to the local authority.
- (5) The permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be based on the following:
- (a) A permit administration fee of \$15 for the processing, handling and issuance of a building permit; plus
  - (b) A maintenance fee for the assessment services provided by Saskatchewan Assessment Management Agency; plus
  - (c) The service fees for plan review, field inspection of construction and enforcement services in accordance with the agreement between the provider of building official services and the local authority.
  - (d) All permit fees will be collected prior to the permit being issued and subject to applicable taxes.
- (6) The local authority may estimate the value of the construction costs for the work described in an application for building permit, for the purpose of evaluating a permit fee based on the definition of *value of construction* as per subsection 2.(7).
- (7) Approval in writing from the local authority or its authorized representative is required for any deviation, omission or revision to work for which a permit has been issued under this section.
- (8) All permits issued under this section shall expire:

- (a) 12 months from date of issue; or
- (b) six months from date of issue if work is not commenced within that period; or
- (c) if work is suspended for a period of six month; or
- (d) if work is suspended for a period of longer than six months by prior written agreement of the local authority or its authorized representative.

(9) Where a permit has expired as per subsection 5(8) the owner can make application to the local authority for the renewal of the permit application. Such renewal may be subject to a building permit renewal fee equal to fees required in subsection 5.(5) or some alternate renewal fee.

(10)The local authority may, at its discretion, rebate a portion of a permit fee where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

### **DEMOLITION OR REMOVAL PERMITS**

6. (1) (a) The fee for a permit to demolish or remove a building shall be \$15; plus
- (b) A maintenance fee for the assessment services provided by Saskatchewan Assessment Management Agency.
- (c) (i) In addition, the applicant shall deposit with the municipal official the following sum 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 authorized representative, not dangerous to public safety.

#### ***[Demolition or Removal Deposit \$500]***

(ii) If the applicant who demolishes or removes the building restores the site to a condition satisfactory to the authorized representative, the sum deposited, or portion thereof, shall be refunded.

(2) Every application for a permit to demolish or remove a building shall be in Form C or (a form provided by the local authority).

(3) Where a building is to be demolished and the municipal official 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 municipal official, upon receipt of the fee and deposit prescribed, shall issue a permit for the demolition in Form D or (a form provided by the local authority).

(4) Where a building is to be removed from the geographical jurisdiction of the local authority, and the municipal official 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 municipal official, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D or (a form provided by the local authority).

(5) (a) Where a building is to be removed from its current site and set upon another site in the geographical jurisdiction of the local authority, and the municipal official 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 municipal official, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in Form D or (a form provided by the local authority).

(b) In addition, the municipal official, upon receipt of the fee prescribed in subsection 5(5), shall issue a permit for the placement of the building in Form B or (a form provided by the local authority).

(6) All permits issued under this section expire six months from the date of issue except that a permit may be renewed for six months upon approval by the local authority.

## **ENFORCEMENT OF BYLAW**

7. (1) 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 authorized representative 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:
- (a) entering a building,
  - (b) ordering production of documents, tests, certificates, etc. relating to a building,
  - (c) taking material samples,
  - (d) issuing notices to owners that order actions within a prescribed time,
  - (e) eliminating unsafe conditions,
  - (f) completing actions, upon an owner's non-compliance with an order, and adding the expenses incurred to the tax payable on the property, and
  - (g) obtaining restraining orders.
- (2) If any building, or part thereof, is in an unsafe condition due to its faulty construction, dilapidated state, abandonment, open or unguarded condition or any other reason, the authorized representative may take any measures allowed by subsection (1).
- (3) The owner of a building for which a permit has been issued or for which actions are being taken in compliance with an order shall give notice in writing to the local authority as required in Section 17.2 of the Act including, but not limited to:
- (a) on start, progress and completion of construction,
  - (b) of change in ownership prior to completion of construction, and
  - (c) of intended partial occupancy prior to completion of construction.

## **SPECIAL CONDITIONS**

8. (1) Notwithstanding the requirements of the Regulations, an architect or professional engineer registered in the province of Saskatchewan shall be engaged by the owner for assessment of design and inspection of construction or certification of a building or part of a building where required by the local authority or its authorized representative.
- (2) A real property report of the site described in a permit or permit application prepared by a registered land surveyor shall be submitted by the owner where required by the local authority or its authorized representative.
- (3) It shall be the responsibility of the owner to ensure that change in property lines and/or change in ground elevations will not bring the building or an adjacent building into contravention of this bylaw.
- (4) It shall be the responsibility of the owner to arrange for all permits, inspections and certificates required by other applicable Bylaws, Acts and Regulations.

## **PENALTY**

9. (1) Any person who contravenes any of the provisions of this bylaw shall be liable to the penalties provided in Section 22 of the Act.
- (2) Conviction of a person or corporation for breach of any provision of this bylaw shall not relieve the person from compliance herewith.

**REPEAL**

10. (1) Village of St. Louis Bylaw No. 2 enacted on July 16, 1959 is hereby repealed.

Enacted pursuant to Section 14 of  
*The Uniform Building and Accessibility  
Standards Act*

Certified a true copy of bylaw number \_\_\_\_\_  
adopted by resolution on the \_\_\_\_\_  
day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL OFFICIAL  
(Administrator)

( S E A L )

**FORM A to Bylaw Number One of 2017**

Village of St. Louis, Saskatchewan

**APPLICATION FOR BUILDING PERMIT**

I hereby make application for a permit to \_\_\_\_\_ construct  
\_\_\_\_\_ alter a building according to  
\_\_\_\_\_ reconstruct  
the information below and to the plans and documents attached to this application.

Civic address or location of work \_\_\_\_\_

Legal description — Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Designer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Nature of work \_\_\_\_\_

Intended use of building \_\_\_\_\_

Size of building \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Number of storeys \_\_\_\_\_ Fire escapes \_\_\_\_\_

Number of stairways \_\_\_\_\_ Width of stairways \_\_\_\_\_

Number of exits \_\_\_\_\_ Width of exits \_\_\_\_\_

Foundation Soil Classification and Type \_\_\_\_\_

Footings \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Foundations \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Exterior Walls \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Roof \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Studs \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Floor Joists \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Girders \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Rafters \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Chimneys \_\_\_\_\_ Number \_\_\_\_\_ Size \_\_\_\_\_

\_\_\_\_\_ Material \_\_\_\_\_ Thickness \_\_\_\_\_

Heating \_\_\_\_\_ Lighting \_\_\_\_\_ Plumbing \_\_\_\_\_

Estimated value of construction (excluding site) \$ \_\_\_\_\_

Building area (area of largest storey) \_\_\_\_\_ square metres

Fee for building permit \$ \_\_\_\_\_

**I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.**

\_\_\_\_\_  
Date

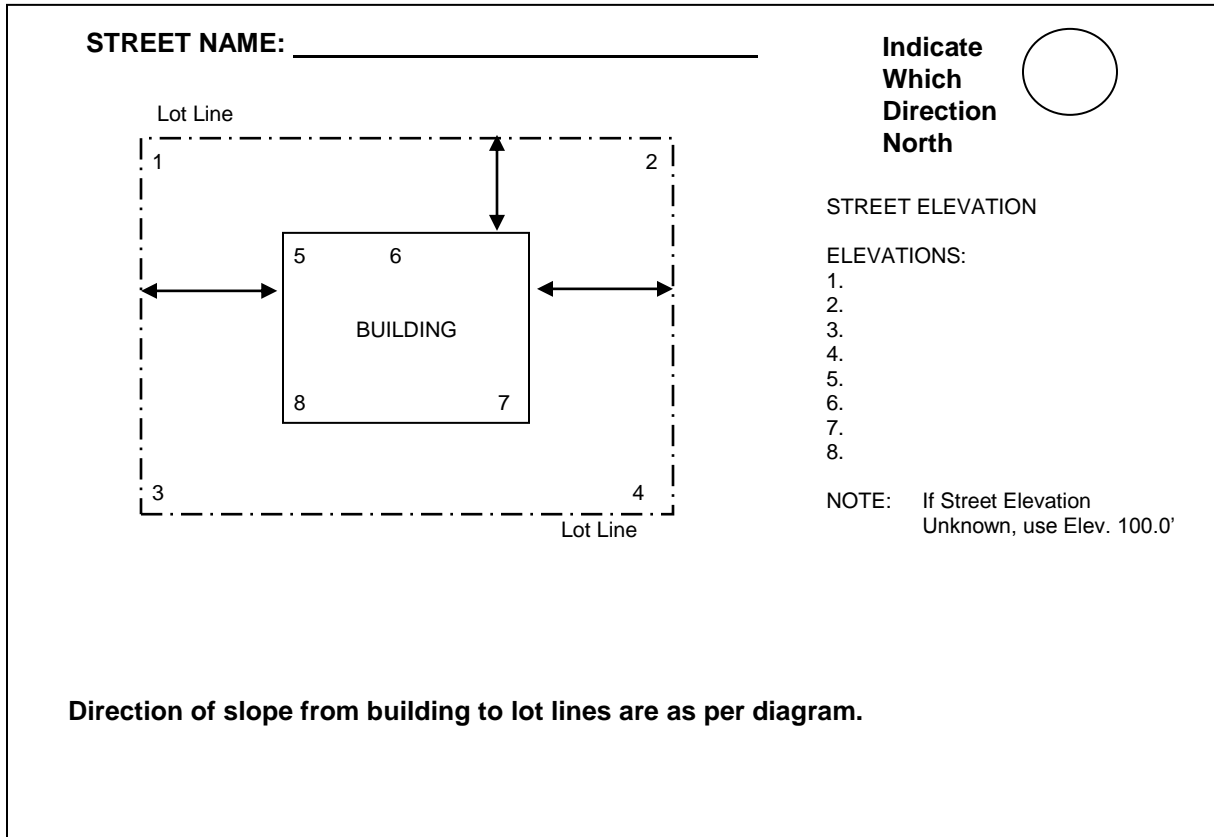
\_\_\_\_\_  
Signature of Owner or Owner's Agent

**FORM B to Bylaw Number One of 2017**

Village of St. Louis, Saskatchewan

**BUILDING PERMIT #** \_\_\_\_\_

Permission is hereby granted to \_\_\_\_\_  
to \_\_\_\_\_ a building to be used as a \_\_\_\_\_  
on civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ in accordance with the  
application dated \_\_\_\_\_. **This permit expires six months from the date of issue if  
work is not commenced within that period or if work is suspended for a period of six months, unless  
otherwise authorized by the local authority or its authorized representative.** Grade lines of the building site  
are to be as indicated below and as shown on the diagram.



**This permit is issued subject to the following conditions:**

\_\_\_\_\_  
 \_\_\_\_\_

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

Estimated value of construction \$ \_\_\_\_\_ Permit fee \$ \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Authorized Representative

**FORM C to Bylaw Number One of 2017**

Village of St. Louis, Saskatchewan

**APPLICATION FOR A PERMIT TO DEMOLISH OR MOVE A BUILDING**

I hereby make application for a permit to demolish a building now situated on

Civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

The demolition will commence on \_\_\_\_\_, 20\_\_\_\_\_.  
and will be completed on \_\_\_\_\_, 20\_\_\_\_\_.

**OR**

I hereby make application for a permit to move a building now situated on

Civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

to Civic address or location \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

or Out of the municipality \_\_\_\_\_

The building has the following dimensions: length \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_

The building mover will be \_\_\_\_\_  
and the date of the move will be \_\_\_\_\_, 20\_\_\_\_\_.

The building will be moved over the following route: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The site work (filling, final grading, landscaping, etc.) which will be done after removal of the building includes \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby agree to comply with the Building Bylaw of the local authority and to be responsible and pay for any damage done to any property as a result of the demolition or moving of the said building, and to deposit such sum as may be required by Section 6(1)(b) of the Building Bylaw. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain all required permits and approvals prior to demolishing or moving the building.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Owner's Agent



**FORM D to Bylaw Number One of 2017**

Village of St. Louis, Saskatchewan

**DEMOLITION OR MOVING PERMIT # \_\_\_\_\_**

Permission is hereby granted to \_\_\_\_\_ to

\_\_\_\_\_ Demolish                      **OR**                      \_\_\_\_\_ Move

a building now situated on

Civic address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

to Civic address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

or Out of the municipality \_\_\_\_\_

in accordance with the application dated \_\_\_\_\_, 20 \_\_\_\_\_. **This permit expires six months from the date of issue.**

This permit is issued subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

Permit fee \$ \_\_\_\_\_

Deposit fee \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative