

	City of Wetaskiwin Policy:	Safety Codes Policy
Policy # CO-026	Approved: May 14, 2007 Res. No.: 266/09 Date: December 14, 2009	Revised Res. No: 55/14 Date: January 27, 2014

Policy Statement

To establish the framework for the collection of safety code fees as outlined in the Development, Safety Codes and Engineering Fee Bylaw and non-compliance fee calculation.

Definitions

- 1.1 Act means the Safety Codes Act.
- 1.2 Municipal Improvements include:
 - 1.21 Curb stops
 - 1.2.2 Valve boxes
 - 1.2.3 Manhole covers
 - 1.2.4 Catch basins
 - 1.2.5 Culverts
 - 1.2.6 Pipelines
 - 1.2.7 Sidewalks
 - 1.2.8 Curbs and gutters
 - 1.2.9 Lanes
 - 1.2.10 Roads
 - 1.2.11 Any other surface or underground municipal improvement abutting the land.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Standards

2. Responsibilities\Guideline
 - 2.1 The City, or the contracted accredited agency, shall:
 - 2.1.1 Collect the required fees for any permit applications received.
 - 2.1.2 Keep an accurate record of all fees and charges collected.
 - 2.1.3 Ensure public safety through the safety codes system.
3. Permit Fees
 - 3.1 Building Permit Fees
 - 3.1.1 If no work, including excavation, has been started before the issuance of a permit for relocation, construction or demolition of a building the fees shall be as per the Development, Safety Codes, and Engineering Fee Bylaw.
 - 3.1.2 If in any event construction work is started prior to the permit being obtained, the fees shall be doubled.
 - 3.1.3 If work continues after a violation notice has been given and no permit has been issued, the fees shall be tripled.
 - 3.1.4 The fee to renew an expired permit less than one year old is one half of the original fee provided no changes have been made to the original plan or specifications.
 - 3.1.5 The fee for re-examination of plans that have been revoked due to substantial errors or omissions shall be one quarter of the original fee.
 - 3.2 Plumbing Permit Fees
 - 3.2.1 Plumbing Permit Fees shall be collected as per the Development, Safety Codes, and Engineering Fee Bylaw.
 - 3.2.2 If, in any event, plumbing work is started prior to the permit being obtained, the fees shall be doubled. If after notification by the Agency that no permits are in place the fees shall be tripled.

3.2.3 If work continues after a violation notice has been given and no permit has been issued, the fees shall be tripled.

3.2.3 When an inspection is requested and the work is incomplete or unsatisfactory, a re-inspection fee of \$100.00 per inspection may be charged at the sole discretion of the Inspector.

3.3 Gas Permit Fees

3.3.1 Gas Installation Permit fees shall be collected as per Development, Safety Codes, and Engineering Fee Bylaw.

3.3.2 If in any event gas installation work is started prior to the permit being obtained, the fees shall be doubled.

3.3.3 If work continues after a violation notice has been given and no permit has been issued, the fees shall be tripled.

3.3.2 When an inspection is requested and the work is incomplete or the sole discretion of the Inspector.

3.4 Electrical Permit Fees

3.4.1 Electrical Installation Permit fees shall be collected as per the Development, Safety Codes, and Engineering Fee Bylaw.

3.4.2 If in any event electrical work is started prior to the permit being obtained, the fees shall be doubled.

3.4.3 If work continues after a violation notice has been given and no permit has been issued, the fees shall be tripled.

3.4.4 When an inspection is requested and the work is incomplete or unsatisfactory, a re-inspection fee of \$100.00 may be charged at the sole discretion of the Inspector.

3.5 Occupancy Permit\Damage and Grading Deposit

3.5.1 The Occupancy Permit\Damage and Grading Deposit shall be used to ensure the following:

3.5.1.1 That all necessary safety code inspections are satisfactory completed

- 3.5.1.2 that any damages to Municipal Improvements during the construction or demolition processes are repaired
- 3.5.1.3 that the lot grading is in accordance with the approved grading plan.
- 3.5.2 The Occupancy Permit\Damage and Grading Deposit fee shall be collected as per the Development, Safety Codes and Engineering Fee Bylaw.
- 3.5.3 Occupancy Permit\Damage and Grading Deposit fees will be retained by the City and refunded except a 5% administration fee (\$25 minimum), without interest, until the following documents are submitted:
 - 3.5.3.1 Inspection reports showing a “permit file closed” status for all disciplines and all documentation required by the appropriate codes,
 - 3.5.3.2 a satisfactory inspection of Municipal Improvements,
 - 3.5.3.3 proof of a water meter,
 - 3.5.3.4 as-built grading information showing compliance with the approved grades for the development.
 - 3.5.3.5 and a report from the Engineering Department showing no outstanding damage to Municipal Improvements
- 3.5.4 The Occupancy Permit\Damage and Grading Deposit fee shall be used by the City of Wetaskiwin to repair or replace any Municipal Improvements that have been adversely affected by construction or demolition.
- 3.5.5 It is the permit applicant’s responsibility to ensure that prior to commencement of construction or demolition there is no previous damage to existing Municipal Improvements. If there is existing damage, it shall be reported within two (2) working days of the issuance of the building or development permit to the Engineering Department.

3.5.6 The permit applicant is responsible to have the necessary Municipal Improvements visible for the initial and final inspection by the City.

3.5.7 If after two years of the permit being issued, no refund is requested or repairs\replacement to the Municipal Improvements have not yet been completed, the deposit shall be forfeited.

4 Effective Date of Policy

4.1 This Policy shall come into effect upon Council approval.