Professional Building Inspections, Inc.

5 Gregory Avenue East
Box 517 Stn. Main
White City, SK S4L 5B1

Ph: 306-536-1799
Fax: 306-781-2112
Email: office@pro-inspections.ca
Website: **www.pro-inspections.ca**

Building Permit Process

1. **Development Permit Application**: If an applicant wants to build or renovate a residential or commercial building, they should apply for a Development Permit at the municipal office.

2. **Zoning Bylaws/Development Approval**: The proposed development must be conditionally approved by the municipal office/Council, as per the zoning bylaws (i.e. development approval is based on intended use, setbacks from property lines, size, type, height, geotech requirements, etc.) Copies of the site plan, building images and specs are usually required with the permit application to help Council assess the development. If the municipality does not have zoning bylaws or a development approval process, then Council should review and approve the project *in principle* before proceeding to the building permit stage.

3. **Building Permit Application**: If the development permit is approved by Council, the applicant must fill out the *municipal* Building Permit Application form. At this time, the Administrator can give the applicant a copy of the following PBI documents:
   For Residential Projects:
   - Plan Review Checklist ("2 sets/copies", unless you need an extra set for SAMA – then "3 sets"),
   - PBI Specifications sheet(s), if applicable (for projects with unshaded box on PR Checklist),
   - PBI foldout brochure, which details the required on-site inspections for residential projects. *OR*
   For Commercial / Industrial / Multi-Family Residential:
   - PBI's Commercial Plan Review Requirements (3-page document.)
   Any PBI documents that say "**Builder Copy**" at the bottom can be given to applicants.
   Please *do not* give out any PBI documents that do not say "Builder Copy" at the bottom of the page.
   Please *do not* use any PBI documents with the old logo or old address (64 Great Plains Road).

4. **Plan Review**: Once ALL required information, per the Plan Review Checklist, has been submitted to the municipal office by the applicant, the Administrator completes the PBI Permit Information Form (Residential *or* Commercial, depending on the project type) and assigns a PBI Permit Number (using the PBI Permit Log provided). New Administrators should read the PBI document, Instructions for Completing the Permit Information Form (Residential and Commercial) for details. The Permit Information Form, along with 2 sets of all required information, is sent to the PBI office for the plan review. **Note**: If engineer-stamped foundation designs are required, please ensure that the drawings are stamped and dated by a professional engineer before submitting to PBI. Documents/plans can be mailed, faxed (for smaller projects), or emailed in pdf format to office@pro-inspections.ca

5. **Building Permit Approval**: The Licensed Building Official (LBO) does the plan review (called "Drawing" inspection) within 2 weeks and returns one set of plans, stamped and dated by the LBO, to the municipal office with two copies of the inspection report (yellow for municipal office and pink for owner/builder). The municipality rejects or approves the building permit based upon the content/ conditions stated in the report. PBI keeps the other set of plans until the permit is completed/closed.

6. **Building Permit Fees**: If approved, we recommend that building permit fees be collected by the municipality *in full* before the permit is issued. The yellow report copy will have a note attached stating the PBI fee (before travel and GST). The Administrator can match this amount to the PBI Fee Calculator, which also includes PBI travel charges, if applicable. The municipality can then add their administrative fee and/or SAMA maintenance fee to determine the *total* building permit fee. This total fee should be collected from the applicant before giving them the pink copy of the inspection report, LBO stamped plans, and any accompanying forms from the Building Official.

5 Gregory Avenue East
Box 517 Stn. Main
White City, SK S4L 5B1

Ph: 306-536-1799
Fax: 306-781-2112
Email: office@pro-inspections.ca
Website: **www.pro-inspections.ca**

**Professional
Building
Inspections, Inc.**

Building Code Inspection Process

7. **On-Site Inspections**: When construction begins, it is the responsibility of the owner or owner's agent (contractor, designer, or builder) to contact PBI for the required inspections, as listed on the plan review report. The builder must call PBI at least 48 hours prior to any required inspections. PBI will charge the ratepayer for missed inspections, otherwise the owner/builder is 'rewarded' for not calling in for the required inspections. Missed inspections also require follow-up work by LBOs.

8. **Inspection Reports**: For each on-site inspection conducted, a 3-part NCR report is written up, identifying any deficiencies that need correcting. The pink copy is left at the jobsite for the builder, the yellow copy is sent to the municipal office for their records, and PBI keeps the white copy.

9. **PBI Billing**: PBI invoices the municipality at the end of each calendar month for inspections completed that month. Inspection reports are delivered to the municipal office throughout the month and/or mailed shortly after monthly billing is sent out. The Monthly Invoice is sent electronically by email, accompanied by an Active Permits Report (an inventory report of open permits) and a Completed Permits Report (an inspection history for permits completed that month, including PBI fees.) These documents are usually emailed between the 7th and 10th day of the following month.

10. **Extra Fees**: All PBI fees are based upon construction projects proceeding in a timely and competent manner. Additional ("extra") inspections may be required for various reasons, such as:
    a. Re-inspection of infractions or deficiencies to ensure NBC compliance.
    b. Builders call for the inspection but they are not ready, thus requiring a second trip.
    c. Progress follow-up for long delays between inspections (to ensure that construction is not proceeding without the required inspections being called for.)
    d. Preparation & processing of Affidavits for missed inspections or Orders for non-compliance.
    e. Revisions, omissions, or alterations to the project from that stated on the original application (e.g. drawing revisions or deciding to insulate a non-insulated project.)
    f. LBOs spending additional time well beyond the scope of the regular inspection process.

    If PBI bills extra fees, the municipality will need to invoice the owner for these "extra" inspections (including travel fees, if applicable). These will be noted in a checkbox format on the monthly invoice and active permits report. It is up to the municipality on how they wish to handle extra fees.

11. **Completed Permits**: Once all of the required inspections and outstanding deficiencies for a permit have been completed to the Building Official's satisfaction, the permit is deemed "Completed" and the file is closed. All original plans, forms, etc. for the project are returned to the municipal office with the final inspection report, which is identified as "Completed" on the report, as well as "Final-Completed" on the monthly invoice. Any permits completed for the month should also appear on the Completed Permits Report.

12. **Building Permit Expiry**: The building project should be completed before the building permit expiry date noted in the municipal building bylaws. If the project is not completed by the expiry date, then the municipal office may consider the following (or an alternate consequence of choice):
    a. contacting the owner to collect another permit fee, or
    b. charging the owner an extension fee to cover any additional inspections needed to finalize the project, or
    c. issuing a letter to the owner notifying them of permit expiry and that additional fees may be charged if the project is not completed by a particular date.

    Permit expiry consequences should be noted in the municipal building bylaws.