

R.M. of Reciprocity No. 32 Building Permit Guide

Are you planning on building a new house? Maybe a shop or a chicken coop? Demolishing that old shed? With the implementation of the new Building Bylaw, there are updated requirements for building development within the municipality. This guide has been prepared to help you navigate the process.

Do I Need a Building Permit?

YES! Except for:

- Any building under 107.6 ft² (10 m²)
- A farm building which, subject to the regulations, is a building that:
 - **does not contain a residential occupancy**
 - is located on land used for an agricultural operation as defined in *The Agricultural Operations Act*; and
 - is used for the following purposes
 - the housing of livestock;
 - the production, storage or processing of primary agricultural and horticultural crops or feeds;
 - the housing, storage or maintenance of equipment or machinery associated with an agricultural operation;
 - any other prescribed purpose
- The construction of a farm building **REQUIRES** a Farm Building Exemption Form be completed.

How do I get a Building Permit? How long is it valid?

- The first step of the process is to fill out the R.M.'s Building Permit Application and submit it to the R.M. It is important that the form be completed in full including the site plan. The site plan does not have to be completed on the provided diagram. The site plan can consist of survey plans, photographs, Google map images, or anything similar, so long as they show the required information.
- The application must also be accompanied by 2 sets of building plans showing the specific details of the build (floor plan including measurements, cross sections, etc.).
- Other forms may be required dependent upon usage. Contact the office or Municode for specifics.
- An invoice will be issued upon receipt of the completed application form and must be paid prior to a building permit being issued.
- The application and plans will be submitted to the Building Officials (Municode) for review.
- The review may result in a request for more information before a permit is issued.
- Permits may contain conditions that must be met and will indicate at what stage(s) inspections by the Building Officials must take place. Permits may also be denied should the proposed work contravene legislation.
- Permits expire on the date listed on the permit. If there is not date listed, 24 months from the date of issue. This may be extended by written request.
 - Should work not commence within 6 months from the date of issue, the permit may be revoked unless a written agreement is filed with the R.M.

I have a permit, now what?

- It's time to build! As your project moves along, ensure you are following any conditions that may have been noted on the permit and that inspections are scheduled at the appropriate time.
- Should the scope of your project change, notify the R.M. of the change as soon as possible. The change may result in a change in permit requirements.
- As the project nears completion, a final inspection will need to be scheduled. After the inspection, if there are no deficiencies, the project will be finalized. If there are deficiencies, they will need to be remedied before the project can be finalized.

Further Information

- With the provincial adoption of the *National Building Code 2020*, the *National Energy Code for Buildings 2020*, and the *National Plumbing Code 2020*, through *The Construction Codes Act & Regulations*, municipalities are required to adopt their own Building Bylaw or be subject to the model building bylaw provided by the province.
- The Building and Technical Standards Branch is responsible for the implementation of the above legislation within the province.
- Legislation requires the municipality to appoint licensed Building Officials. The R.M. has contracted Municode to provide these services.