

THE CITY OF SPRUCE GROVE

BYLAW C-1389-25

SAFETY CODES SERVICES PERMIT BYLAW

WHEREAS, pursuant to the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended, an accredited municipality may pass bylaws respecting minimum maintenance standards for buildings and structures, fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*, and respecting the carrying out of the powers and duties of an accredited municipality.

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council may pass bylaws for the municipal purposes respecting the following matters: the safety, health, and welfare of people, and the protection of people and property, and for any services provided by or on behalf of the municipality.

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council may pass bylaws to deal with any development, activity, industry, business or thing in different ways, divide each of them into classes, and deal with each class in different ways to provide for a system of licenses, permits or approvals.

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the "Safety Codes Services Permit Bylaw."

2. OBJECTIVE OF THE BYLAW

2.1 The purpose of this bylaw is to establish the City's application requirements, procedures, inspections, fees, offences and penalties related to Permits and pursuant to the *Safety Codes Act*, the Regulations and this bylaw.

3. DEFINITIONS

- 3.1 “Altus Canadian Cost Guide” means a guide that addresses Canadian real estate development and infrastructure construction costs.
- 3.2 “Building” means a structure and any part of a building or structure but does not include any thing excluded by the Regulations from the definition of building.
- 3.3 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 3.4 “City Manager” means the administrative head of the City.
- 3.5 “Construction” means the alteration, installation, repair, relocation, demolition and removal.
- 3.6 “Construction Value” means the total cost of all labour and materials required to build or construct the thing or project for which the Permit is requested or issued.
- 3.7 “Electrical System” means an assembly or any part of an assembly of electrical equipment or components used or intended to be used for the generation, transmission, distribution, control or utilization of electric energy, but does not include any thing excluded by the Regulations from the definition of electrical system.
- 3.8 “Fee” means any fees as set out in the Development Fees Bylaw.
- 3.9 “Gas System” means any equipment or installation used or intended to be used in or in conjunction with the processing, transmission, storage, distribution, supply or use of gas, but does not include any thing excluded by the Regulations from the definition of gas.
- 3.10 “Imminent Danger” means a situation that could cause harm to a person, place or thing, including but not limited to fire, explosions, gas leaks, floods, and/or compromised structural integrity.
- 3.11 “Occupancy” means the use or intended use of a Building or part thereof for the shelter or support of persons, animals or property.
- 3.12 “Occupational Health and Safety Code” means the minimum technical requirements for health and safety in Alberta’s workplaces.

- 3.13 “Owner” includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership.
- 3.14 “Peace Officer” means any sworn member of the Royal Canadian Mounted Police, a Peace Officer or Community Peace Officer appointed under the *Peace Officer Act*, S.A 2006, c P-35, as amended or a Bylaw Enforcement Officer, appointed under the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended and employed by the City.
- 3.15 “Person” means an individual, partnership, association, corporation, organization, business, cooperative, trustee, executor, administrator, or legal representative.
- 3.16 “Permit” means an authorization for an Undertaking governed under this bylaw and pursuant to the *Safety Codes Act* on a Site within the boundaries of the City of Spruce Grove.
- 3.17 “Permit Issuer” means a Safety Codes Officer, or a Person designated to issue Permits pursuant to the *Safety Codes Act*.
- 3.18 “Plumbing System” means the whole or any part of a drainage system, a venting system or a water system, but does not include any thing excluded by the Regulations from the definition of plumbing system.
- 3.19 “Quality Management Plan” or “QMP” means the City Quality Management Plan registered with the Alberta Safety Codes Council.
- 3.20 “Regulations” means any regulations passed pursuant to the *Safety Codes Act* including any codes adopted in such regulations.
- 3.21 “*Safety Codes Act*”, means the *Safety Codes Act*, R.S.A 2000, c. S-1, as amended.
- 3.22 “Safety Codes Officer” means a certified Building, Plumbing, Gas or Electrical Safety Codes Officer designated pursuant to the *Safety Codes Act* and Regulations.
- 3.23 “Site” means a place where some activity is or has been conducted.

3.24 “Undertaking” means the construction of a thing or the control or operation of a thing, process or activity to which the *Safety Codes Act* or the Regulation applies.

3.25 “Violation Ticket” means a ticket issued pursuant to the *Provincial Offences Procedures Act*, R.S.A 2000, cP-34, as amended.

4. SCOPE

4.1 Pursuant to the *Safety Codes Act*, this bylaw applies to the issuance of Permits respecting:

- (a) the use, Occupancy, relocation, Construction, alterations, repair, or demolition of any Building regulated by the *Safety Codes Act* within the City; and
- (b) the installation, alteration or repair of heating, ventilation, air conditioning, Electrical Systems, Plumbing Systems, and Gas Systems and equipment regulated by the *Safety Codes Act* and Regulations within the City.

5. PERMIT REQUIRED

5.1 Subject to subsection 5.2, a Person shall not start any Undertaking for which a Permit is required pursuant to the *Safety Codes Act*, the Regulations, or this bylaw unless a Permit has been issued.

5.2 If there is Imminent Danger to Persons or property because of any thing, process or activity to which the *Safety Codes Act* applies, a Person may start an Undertaking to stop the Imminent Danger without a required Permit as per this bylaw, but that Person must apply for a Permit as soon as the Imminent Danger has been remedied.

6. PERMIT APPLICATION

6.1 In addition to any other requirement, every Person applying for a Permit pursuant to the *Safety Codes Act*, the Regulations or this bylaw must provide to the Permit Issuer:

- (a) an application approved by the Permit Issuer;
- (b) plans and specifications as required by the Safety Codes Officer;
- (c) the Construction Value of the proposed Undertaking based on the current Altus Canadian Cost Guide;
- (d) all Fees required as prescribed in the Development Fees Bylaw, amended; and
- (e) any additional information required by the Permit Issuer.

7. **ISSUANCE OF PERMIT**

7.1 The Permit Issuer shall issue a Permit pursuant to the *Safety Codes Act*, the Regulations or this bylaw only when:

- (a) the Undertaking described in the application for the Permits meets the requirements of the *Safety Codes Act*, the Regulations, and this bylaw;
- (b) the plans and specifications submitted in the application meet the requirements of the *Safety Codes Act*, the Regulations, and this bylaw;
- (c) the Fees pursuant to the Development Fees Bylaw, the *Safety Codes Act*, the Regulations, this bylaw, and all applicable taxes have been paid in full; and
- (d) the Permit Issuer, may, through written authorization, allow the Owner to proceed with excavation or construction of part of a Building before the plans of the entire Building have been submitted, with the following considerations:
 - (i) any work is undertaken at the risk of the Owner;
 - (ii) the Permit Issuer may impose conditions; and
 - (iii) all work conforms with the *Safety Codes Act*, the Regulations and this bylaw.

8. TRANSFER OF PERMIT

8.1 A Person shall not transfer a Permit to any other Person unless the transfer has been authorized in writing by the Safety Codes Officer.

9. REFUSAL TO ISSUE, SUSPENSION OR CANCELLATION

9.1 In addition to any powers pursuant to the *Safety Codes Act* or Regulations, the Safety Codes Officer may refuse to issue a Permit, or suspend or cancel a Permit that had been issued if:

- (a) in the case of an addition or alteration, the existing Undertaking is unsafe or will reduce the level of safety of the Undertaking governed by the Permit to below that which is intended by the *Safety Codes Act*, the Regulations, or this bylaw;
- (b) incorrect or insufficient information is submitted with respect to the Permit or the Undertaking to be governed by the Permit;
- (c) in the opinion of the Safety Codes Officer, the Undertaking for which the Permit would be or has been issued would or does contravene the *Safety Codes Act*, the Regulations, or this bylaw;
- (d) the Fees payable for the Permit have not been paid;
- (e) there is a contravention of any condition under which the Permit was issued;
- (f) the Permit was issued in error; or
- (g) required information for the Permit is not received within a total of 28 days after receiving the initial application incomplete and the subsequent warning letter. Each notification letter will state 14 days as the required date for the document submittal.

10. PERMIT HOLDER OBLIGATIONS

10.1 A Person to which a Permit has been issued must:

- (a) have a copy of the examined plans and specifications for the Undertaking posted at the Site of the Undertaking;
- (b) ensure that the municipal address of the Site for which the Permit was issued is clearly visible from the adjacent roadway;
- (c) comply with the terms and conditions of the Permit;
- (d) request all required inspections as outlined in the Quality Management Plan and Permit;
- (e) comply with all inspection conditions and recommendations;
- (f) undertake the construction, process or activity in accordance with the *Safety Codes Act*, Regulations and this bylaw;
- (g) notify the Permit Issuer:
 - (i) if the Permit holder does not intend to complete the Undertaking, or
 - (ii) if there is a change in ownership from the Owner as stated on the Permit application;
- (h) ensure that a Permit from the Building, electrical, gas and/or plumbing discipline is posted, or otherwise identified at the Site of the Undertaking;
- (i) ensure all construction sites have temporary metal fencing not less than 1.8m high installed completely around any open excavations and structures to prevent any access for the public. The fencing can be removed when the structure has all windows and doors installed and is locked to prevent entry; and
- (j) install all entrances, walkways, stairways, doors, handrails and safeguards at the Site of the Undertaking in compliance with the Occupational Health and Safety Code.

11. PERMIT EXTENSION

11.1 The Permit issuer may extend a Permit for one additional time period if;

- (a) an application has been received by the Permit Issuer specifying an estimated completion date;
- (b) the required Fees have been paid; and
- (c) the existing Permit has not expired or been closed, suspended, or revoked for any reason.

12. OCCUPANCY

12.1 An Occupancy Permit will be issued if required once:

- (a) a final inspection has occurred in all applicable *Safety Codes Act* disciplines; and
- (b) the Safety Codes Officer has deemed the Building or portion thereof ready to use or occupy via a final inspection report.

12.2 No change in use, tenancy, or Occupancy classification of an existing Building is permitted without approval of a Safety Codes Officer.

13. REVISIONS AND RE-EXAMINATION

13.1 If the documents submitted with an application for a Permit contain substantial errors or omissions, the application may be rejected, and the documents may be re-submitted for further evaluation, and a revision Fee must be paid in accordance with the Development Fees Bylaw.

13.2 Any documents submitted by an applicant for a Permit that do not form the basis of the Permit issued may be destroyed by the Permit Issuer.

13.3 Any revisions to a supporting document after the permit has been issued, the Safety Codes Officer may request a revision Fee to be paid prior to any further actions on the Permit.

14. NOTIFICATION

- 14.1 When an Undertaking for which a Permit has been issued is ready to be inspected for compliance with the *Safety Codes Act* and Regulations, the Person holding the Permit shall notify the City through email or a portal account.
- 14.2 All inspection requests will be confirmed based on the availability of a Safety Codes Officer via email to the Person holding the Permit.

15. INSPECTIONS

- 15.1 Any inspections conducted by or on behalf of the City shall be conducted in accordance with the governing Quality Management Plan.

16. RE- INSPECTIONS

- 16.1 Unless otherwise specified, the Fee payable for a Permit includes all mandatory inspections. A re-inspection Fee is payable in accordance with the Development Fees Bylaw, as amended, if an additional inspection is required for any of the following reasons:
- (a) a municipal address for the Site of the Undertaking is not displayed and visible from the street, or
 - (b) when an inspection has been requested and:
 - (i) the Safety Codes Officer is unable to access the Building during the scheduled inspection due to any unsafe conditions;
 - (ii) the Site does not provide safe access to the Building or inside the Building as per the Occupation Health and Safety Code;
 - (iii) the Undertaking is not ready for an inspection upon the Safety Codes Officer's arrival; or
 - (iv) any added inspection outside the required inspection of the approved Quality Management Plan.

17. VERIFICATION OF COMPLIANCE

- 17.1 If requested by the Safety Codes Officer, the Applicant, Owner or constructor shall provide written assurance that the project complies with the requirements of the *Safety Codes Act* and any permits issued as per the approved Quality Management Plan.
- 17.2 All information provided on the verification of compliance shall be factual and truthful, and any non-factual information shall deem the document to be invalid. No person shall cause or permit the submission of any information on a verification of compliance which is false, misleading or non-factual.
- 17.3 The Safety Codes Officer may in their direction revoke the privilege of accepting a verification of compliance in lieu of an inspection.

18. FEES

- 18.1 Every application for any Permit required pursuant to this bylaw must be accompanied by the required Fee as per the Development Fees Bylaw, as amended.
- 18.2 If any Undertaking is commenced prior to a Permit being issued pursuant to this bylaw the amount payable for the Permit is double the Fee set out in the Development Fees Bylaw.
- 18.3 A decision by a Safety Codes Officer regarding the required Fee in accordance with the Development Fees Bylaw and this bylaw is final and not subject to appeal.
- 18.4 A Safety Codes Officer or Permit Issuer reserves the right to re-assess the Construction Value of the project that determines the Permit Fees.

19. REFUNDS

- 19.1 A Person who has paid a Fee for a Permit may cancel, withdraw, or surrender the Permit to the Permit Issuer, and make application in writing for a refund.

19.2 Refunds will not be granted in the following circumstances:

- (a) for Fees paid in accordance with the *Safety Codes Act* or the Regulations;
- (b) if the Permit has been revoked, suspended, cancelled after 30 days of application date, or expired;
- (c) if the Occupancy, renovation, Construction or demolition of the Building or the installation of the mechanical equipment or systems has commenced;
- (d) if any extension of the Permit has been granted; or
- (e) if any inspection has been completed.

19.3 Refunds shall be determined in accordance with the Development Fees Bylaw. A decision by a Safety Codes Officer on a request for a refund in accordance with the Development Fees Bylaw and this bylaw is final and not subject to appeal.

20. OFFENCE

20.1 Any Person who contravenes any provision of this bylaw is guilty of an offence and liable upon summary conviction to a specific penalty as set out in Schedule "A" attached hereto and forming part of this bylaw, or if no penalty is specified in Schedule "A," a penalty of:

- (a) \$250 for a first offence;
- (b) \$500 for a second offence; or
- (c) \$1,000 for a third or subsequent offence.

21. VIOLATION TICKET

21.1 Notwithstanding anything else in this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act, R.S.A. 2000, c P-34*, as

amended, to any Person who the Peace Officer has reasonable grounds to believe has contravened any provisions of the bylaw.

21.2 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;

- (a) specify the fine amount established by the bylaw for the offence; or
- (b) require a Person to appear in court without the alternative of making a voluntary payment.

21.3 Notwithstanding anything else in this bylaw, where a Person is issued a Violation Ticket requiring them to appear in court without the alternative of making a voluntary payment, the Person shall be liable to a penalty of up to \$10,000. In no event shall such penalty be lower than the applicable penalty set out in Section 20 or Schedule "A" of this Bylaw.

22. CONTINUING OFFENCE

22.1 In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such offence is liable to a fine in an amount not less than established by this bylaw for each such day.

23. VICARIOUS LIABILITY

23.1 For the purpose of this bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or mission occurred during the employee's employment with the Person, or during the agent exercising the powers or performing duties on behalf of the Person under their agency relationship.

24. CORPORATIONS AND PARTNERSHIPS

24.1 When a corporation commits an offence under this bylaw, every principal director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the

offence whether or not the corporation has been prosecuted for the offence.

- 24.2 If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

25. OBSTRUCTION

- 25.1 A Person shall not obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this bylaw.

26. POWERS AND DUTIES OF SAFETY CODES OFFICERS

- 26.1 Without restricting any other power, duty or function granted by this bylaw or the *Safety Codes Act* the Safety Codes Officer may:
- (a) carry out any inspections to determine compliance with this bylaw;
 - (b) take any steps or carry out any actions required to enforce this bylaw;
 - (c) take any steps or carry out any actions required to remedy a contravention of this bylaw;
 - (d) establish forms and agreements for the purposes of this bylaw;
 - (e) issue Permits with such terms and conditions as are deemed appropriate;
 - (f) establish the criteria to be met for a Permit issued pursuant to this bylaw;
 - (g) establish the amount payable for a Permit required under the Development Fees Bylaw;
 - (h) establish the amount payable for any additional inspection, search, certificate, document, or any other service related to the administration of this bylaw;

- (i) require an application to execute an agreement as a condition of granting a Permit;
- (j) require an applicant to post a bond as a condition of granting a Permit;
- (k) place a valuation on a project for the purpose of calculating any Fee for a Permit based on the current Altus Canadian Cost Guide;
- (l) waive all or a portion of any Fees payable;
- (m) delegate any powers, duties or functions under this bylaw to an employee of the City; and
- (n) if required by the Safety Codes Officer, an Owner shall have uncovered and replaced at his own expense any Construction that has been covered contrary to the Quality Management Plan or an order, or conditions of a Permit issued by a Safety Codes Officer.

27. SEVERABILITY

27.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

28. LIABILITY

28.1 The City, a Peace Officer or any Person who inspects property under this bylaw or any Person who performs work on behalf of the City is not liable for any damages caused by the inspection, the work or disposing of anything referred to in an Order as per the *Safety Codes Act*.

29. EFFECTIVE DATE

29.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

30. REPEAL OF BYLAW

30.1 Bylaw C-971-16 and C-972-16 are hereby repealed.

First Reading Carried	8 December 2025
Second Reading Carried	8 December 2025
Third Reading Carried	15 December 2025
Date Signed	15 December 2025

Mayor

City Clerk

SCHEDULE A: PENALTIES & FINES – SAFETY CODES PERMIT VIOLATIONS

Offence	Fine Amount		
Failure to secure required Safety Codes Permits prior to the start of Construction/installation as per the Safety Codes Act and Section 5 of this bylaw.	The amount of the fine is double the amount of the Fee(s) payable under Schedule D of the Development Fees Bylaw		
Occupying prior to issuance of Occupancy Permit as per the Safety Codes Act and Section 12 of this bylaw.	\$550/day		
Offence	First Offence	Second Offence	Third Offence
Verification of Compliance submission violations as per the Safety Codes Act and Section 17 of this bylaw*.	\$510	\$1020	\$3060

Verification of Compliance submissions violation may, in the discretion of the Safety Codes Officer, result in the suspension of privileges in accordance with subsection 17.3 of the Bylaw.