

<p align="center">City of Prince Albert Statement of POLICY and PROCEDURE</p>			
Department:	Economic Development and Planning	Policy No.	76
Section:	Building Department	Issued:	July 27, 2015
Subject:	Construction Not Requiring a Building Permit	Policy Effective:	July 27, 2015
Council Resolution # and Date:	Council Resolution No. 0412 of July 27, 2015	Page:	1 of 4
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Issued by:	Kim Johnson, Chief Building Official	Dated:	
Approved by:	John Guenther, Director of Planning and Development Services	Procedure Amendment:	

1. POLICY

- 1.01 The City of Prince Albert recognizes that the provisions of the National Building Code of Canada (NBC) states:

“This Code applies to the design, construction and occupancy of all new buildings, and the alteration, reconstruction, demolition, removal, relocation and occupancy of all existing buildings.”

2. PURPOSE

- 2.01 The purpose of this policy is to identify when the City of Prince Albert will allow certain types of construction to be undertaken without the requirement of a Building Permit.

All aspects of construction are required to meet the minimum standards of the NBC whether or not a Building Permit has been obtained.

3. SCOPE

- 3.01 In the case where the building is a residential unit under single tenancy, the following types of construction may be undertaken in an existing building without a permit:

Interior work which involves the repair, replacement or installation of existing:

- i. Finished flooring, materials such as carpet, hardwood, laminate or linoleum;
- ii. Cupboards, shelving units or vanities;
- iii. Wall coverings, trim, doors, paint;
- iv. Replacement of drywall or interior finish along an interior wall.

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If the inside of an exterior wall is being replaced, a permit may be required if the work is extensive enough to justify the replacement or upgrade of vapour or air barrier and insulation materials.

Exterior work which involves the repair, replacement or installation of:

- i. Windows or doors when there is no increase or decrease in horizontal dimension (bedroom and bathroom windows may require a Building Permit which will be determined by a City Building Inspector);
- ii. Siding, shingles, eavestrough or exterior trim when a building is at least 1.2 meters from property lines;
- iii. A treehouse or playhouse that is designed only for the use of children, is 10 square meters or less, and is located within a fenced yard;
- iv. An unenclosed, unroofed deck that stands 600 millimeters or less above grade and is under 55.75 square meters; or
- v. Any shed that is 10 square meters or less.

3.03 In the case where the building is a multi-unit residential unit, the following types of construction may be undertaken in an existing building without a permit:

Interior work which involves the repair, replacement or installation of:

- i. Finished flooring, materials such as carpet, hardwood, laminate or linoleum;
- ii. Cupboards, shelving units or vanities; or
- iii. Wall coverings, trim, paint.

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Exterior work which involves the repair, replacement or installation of:

- i. shingles, siding, eavestrough or exterior finish only if the product being replaced is the same as the existing product; or
- ii. Any shed that is 10 square metres or less.

4. RESPONSIBILITY

- 4.01 As per the provisions of Section 7(1) of *The Uniform Buildings and Accessibilities Act*, the owner of a property shall be responsible to ensure that any construction that does not require a Building Permit, shall meet the minimum requirements of the National Building Code of Canada.

5. DEFINITIONS

- 5.01 “**Owner**” means any person, firm or corporation controlling the property under consideration.
- 5.02 “**Residential unit**” means a dwelling that serves no other function other than as personal living quarters.

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

- 6.01 The National Building Code of Canada
 - 6.02 The Uniform Building and Accessibilities Standards Act
 - 6.03 The City of Prince Albert Building Bylaw, Bylaw No. 11 of 2003
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7. PROCEDURE

- 7.01 An owner may request that a Building Permit be issued prior to undertaking any of the work defined within this document. Once issued, the standard practices and procedures of the Building Division shall apply.
- 7.02 Any person(s) undertaking any of the work defined within this document wherein a Building Permit is not automatically required may request information regarding compliance with the National Building Code of Canada from the Building Division.
- 7.03 An owner undertaking construction without a Building Permit must obtain any other permit(s), documentation and/or permissions which may apply.
- 7.04 Upon request a Building Inspector may allow other minor works to proceed without a permit where in his/her opinion the work involved does not represent an issue in terms of the need to verify compliance with the National Building Code of Canada or any other relevant Acts or Bylaws.