



REQUEST FOR PROPOSALS

FOR THE CONTRACTED PROVISION OF
SAFETY CODE INSPECTION SERVICES:

BUILDING

ELECTRICAL

PLUMBING

GAS

PRIVATE SEWAGE

For the Town of Crossfield, Alberta
(An Accredited SCC Municipality in the Province of Alberta)

Request for Proposals No.: 2021-01SCIS

Issued: May 11, 2021

Submission Deadline: June 4, 2021 12:00 hrs (noon)

Posted to: Alberta Purchasing Connect at www.purchasingconnection.ca

Town of Crossfield website at www.crossfieldalberta.com/en/doing-business/Bids-and-Tenders.asp

1005 Ross Street | P.O. Box 500 | Crossfield AB. T0M 0S0 | (403) 946-5565

TABLE OF CONTENTS

1.0	Introduction.....	Page 3
2.0	Overview of the Community.....	Page 3
3.0	Instructions for Submitting.....	Page 6
4.0	Project Schedule	Page 6
5.0	Letter of Transmittal.....	Page 7
6.0	Executive Summary	Page 7
7.0	Scope of Work	Page 7
8.0	Proposed Safety Codes Officers.....	Page 8
9.0	Experience and References	Page 8
10.0	Insurance	Page 8
11.0	Fee Schedule	Page 9
12.0	Evaluation Criteria.....	Page 9
13.0	Negotiation.....	Page 9
14.0	Acceptance of Proposal	Page 10
	Appendix 'A' – Proposal Form	Page 11
	Appendix 'B' – Experience and References.....	Page 14
	Appendix 'C' - Insurance	Page 16
	Schedule “A” Municipal QMP.....	Page 17
	Schedule “B” Municipal Fee Schedule	Page 59

1.0 INTRODUCTION

The Town of Crossfield is requesting proposals for the provision of Safety Codes Inspection Services in the Building, Electrical, Plumbing, Gas and Private Sewage disciplines in accordance with the specified service requirements and terms and conditions of this request.

This Request for Proposal (the “RFP”) provides the detailed requirements of submitting a Proposal, how the town will evaluate the proposed solution, any specifications and qualifications to provide the goods and/or service.

This RFP issued by the Town of Crossfield (the “town”) is an invitation to submit binding offers for the provision of services related to inspection services for the Building, Electrical, Plumbing, Gas and Private Sewage disciplines within the Town of Crossfield municipal boundaries. Appendix A, B, and C must be completed in order for the town to deem the Proposal complete.

The primary objective of this RFP is to seek a qualified, safety conscious, responsible and accountable company to enter into a service agreement with the Town of Crossfield for a period of three (3) years with the option of (2) two-year contract extensions based on the agreed upon scope of work contained herein.

2.0 OVERVIEW OF THE COMMUNITY

The Town of Crossfield is a thriving community that is primarily industrial based. We are situated 50 km north of the City of Calgary along 2A highway. As of 2019 our population was 3377.

As the population of Crossfield increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long term service agreements to maintain a high level of operating service levels.

Table one provides a breakdown on the permit activity (by discipline and number) issued by the Town.

Permit Type	2015	2016	2017	2018	2019	2020
Building	317	258	180	100	78	97
Electrical	323	258	186	118	117	133
Gas	300	233	165	133	73	92
Plumbing	236	221	134	76	55	78
Private Sewage	0	4	0	1	0	0
Total Issued Permits	1176	974	665	428	323	400

Table two provides a breakdown by type of construction.

	2015	2016	2017	2018	2019	2020
New Home Construction	24	57	98	52	22	36
Renovation/Addition	12	15	25	21	23	17

Residential Garage	2	7	13	15	10	10
Other (Deck/shed/fireplace)	3	12	8	10	10	26
Mobile Home/Modular Pre-Fabricated Home	0	0	0	0	0	1
New Industrial/Commercial	2	2	2	1	1	1
Industrial/Commercial Renovation/Additions	4	8	1	1	8	4
Moving in home onto existing land	0	0	2	0	0	0
Demolition Permits	1	2	1	0	2	2
Modus Portable	269	155	30	0	0	0
Total Permits	317	258	180	100	76	97

Table three provides a breakdown of the approximate value of construction.

	Total Construction Costs
2015	\$28,255,184.90
2016	\$28,099,801.00
2017	\$25,556,335.54
2018	\$12,909,321.00
2019	\$7,168,847.00
2020	\$8,906,559.00

The Town of Crossfield is an Accredited Municipality under the Safety Codes Act and is therefore responsible for the administration of the Safety Codes Act and Regulations within the boundaries of the Town of Crossfield.

The Town of Crossfield is the approving authority for all development within its corporate boundaries. Further, the Town is the approving authority for all building, plumbing, electrical, gas permits and private sewage permits according to the terms of the Town's Uniform Quality Management Plan. All Development Permit applications are reviewed and approved, approved with conditions, or denied by the Town's Development Officers. These processes may include input from other municipal agencies – including Crossfield Fire Services.

When a Building Permit is required, it is often in conjunction with a Development Permit. For all applications the Development Permit review process is completed – and decision of approval (including any conditions) is advertised prior to the Building Permit application being forwarded to the selected agency. The agency then conducts a plan review and returns it to Planning and Development where the permit is picked up and paid for by the applicant. Electrical, plumbing and gas permit applications do not typically require plan reviews and are issued within the municipality by duly authorized Planning and Development staff. These permits are then prepared for the agency (or its representative(s)) for the required inspection(s).

Uniform Quality Management Plan:

Applicants are required to arrange the necessary inspections as required by the Town's Uniform Quality Management Plan (QMP). These inspections are typically conducted within 48 hours. Although the Town does track the inspections services for quality control purposes, the agency is responsible to ensure that services provided to the municipality comply with the Town's ***Uniform Quality Management Plan (Schedule A)***.

Administrative Proficiencies and Requirements:

The proposals must indicate how the Proponent anticipates the administration of approximately 600+ safety codes permits per year (associated with this contract) in all disciplines.

The town maintains a current dedication of two and a half (2.5) administrative assistants. The town will maintain administrative responsibilities of processing and issuance of electrical, gas, & plumbing permits – in their entirety and submission of Safety Code Council fees.

The administrative assistants are responsibility for the sale and administration of safety code permit files. The contracted proponent must conduct plan reviews, issue building permits, and conduct inspections and provide other related compliance monitoring services in accordance with the Safety Codes Act and Regulation and the QMP.

The town will not consider submittals wherein the respondent is proposing to undertake the administrative duties of the Town's safety codes processes.

Quality Control:

The contracted agency will report directly to the Manager of Development and Community Standards.

Upon the final award of the contract, there will be an orientation workshop conducted by the selected agency to orient town staff to all codes, regulations and processes required under the contract.

The Planning and Development department responsibilities include:

- Reviewing of permit services;
- Issuing of permits;
- Reviewing invoicing to monitor scope of service;
- Approving invoicing for the Town of Crossfield according to the established Schedule of Fees (as amended) (attached as Appendix B);
- Selective auditing and review of inspection reports and permits;
- Ensuring that follow up action indicated inspection reports is carried out by the agency;
- Conduct regular meetings with the selected agency.

The selected agency shall represent the town (with town representation) during all audits of the Town's processes – conducted by the Safety Codes Council.

All proposals should contain an overview of the agency's SCC compliance monitoring tracking system.

3.0 INSTRUCTIONS FOR SUBMITTING PROPOSAL

3.1 Proposal specifically marked “2021 Contracted Provisions of Safety Codes Inspection Services” shall be received by the following:

Town of Crossfield
Attention Merel Jarvis
1005 Ross Street, Box 500
Crossfield, Alberta T0M 0S0

3.2 Proposal submittal must be:

- Received by the Town of Crossfield by the stated closing time at the address specified above;
- duly signed; and submitted in hard copy
- Three (3) hard copies of the proposals must be presented in sealed, clearly marked packages, one clearly marked “Original”, the others clearly marked “Copy”.
- Late, faxed, or electronic proposal packages will not be accepted.

3.3 Submission Deadline: **June 4, 2021 at 12:00:00 hrs (noon). Alberta time**

3.4 Proponents are asked to provide as much information as possible when replying to each point throughout the RFP and the Proponent must identify any specific provisions with which it is unwilling or unable to comply. Unwillingness or inability to comply with any specific provisions in the RFP may result in proposal being rejected.

3.5 The Town of Crossfield reserves the right to waive formalities, reject any or all proposals, or accept the proposal in part or in whole deemed most favorable to the town. The lowest of any proposal may not necessarily be accepted. Variations from these specifications that do not in the opinion of the town adversely affect the service of the firm will not necessarily result in disqualification.

4.0 PROJECT SCHEDULE

4.1 The events and dates listed below are usual events of the Proposal process. The schedule provided is for guidance only and the town reserves the unqualified right to issue an addendum to modify or eliminate any aspect of the schedule.

4.2 The events and dates listed under the closing date may change or be postponed or cancelled.

- Request for Proposal Release Date May 11, 2021
- Closing date for receipt of proposal packages: June 4, 2021
- Recommendation for project award: June 15, 2021
- Notification of Award: (Tentative date) June 15, 2021
- Agreement Signed: (Tentative date) June 18, 2021
- Service Contract begins: June 28, 2021

4.3 Proposals will be privately opened at 9:00 a.m. on the Monday following the closing date at the above address in the Council Chambers.

5.0 LETTER OF TRANSMITTAL

- 5.1 A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments and provide any clarifications with respect to the proposal on behalf of the vendor.

6.0 EXECUTIVE SUMMARY

- 6.1 An Executive Summary which include a brief corporate profile which will cover the organization's key attributes, office location, and proof that the organization is in good standing with the Safety Codes Council and the Worker's Compensation Board.

7.0 SCOPE OF WORK

- 7.1 Proponent's bids will be based on the Uniform Quality Management Plan attached as Schedule 'A' and forming part of this Request for Proposal. Proponents are required to detail their organization's ability to satisfy, at minimum, all aspects of the requirements as outlined in this section.
- i. Permit Issuance
 - ii. Compliance Monitoring
 - iii. Permit Closure
 - iv. Required Permits:
How the proponent will ensure that all development obtains the required Safety Codes Permits.
 - v. Availability:
How the proponent will make Safety Codes Officers available for consultation with Municipal departments including but not limited to the Planning and Development Department, Fire Department, Engineering Department etc.
 - vi. Order Procedures:
How the proponent will undertake enforcement action if necessary.
 - vii. Training:
Proponent's bids must include information relative to training including but not limited to:
 - Training to ensure that the proponent's Safety Codes Officers and other organization employees receive all professional development and educational upgrades necessary to maintain their certification and designation.
 - Training for the proponent's Safety Codes Officers and other organization employees with respect to the Town of Crossfield's QMP.
 - Continued training and support for the Planning and Development Services department with respect to the issuance of permits, the proponent's service

delivery model and methodologies, etc.

- Orientation for the remaining members of the Planning and Development Department, with respect to the Safety Codes Act, the issuance of permits, process, etc.

viii. Transition Plan:

How will the transition of Safety Code Services to the Agency will be managed.

ix. Data Management:

How does the proponent propose to manage records and what type of computer equipment and database dose the proponent own or employ.

x. Accreditation:

The contracted agency shall be required to submit proof of Safety Codes Council accreditation for each year of the contract. In accordance with the contract's general conditions, two (2) negative assessments or missed deadlines could result in termination of the contract.

8.0 PROPOSED SAFETY CODES OFFICERS

8.1 Proponents must provide resumes for the Safety Codes Officers who will be assigned to provide Safety Codes Services to the Town of Crossfield. Resumes must include, for each SCO:

- their level of certification
- background and training,
- years of experience,
- experience in similar municipalities

9.0 EXPERIENCE AND REFERENCES

The Proponent is required to include three references of three clients as outlined in Appendix B. Appendix B is required to be filled out and submitted to confirm that References will be provided to the town within the specified

10.0 INSURANCE

10.1 Worker's Compensation Board (WCB)

The Proponent is required to provide proof of compliance with all the requirements of the Worker's Compensation Act of Alberta. A WCB clearance letter should be provided with the respondent's submission as evidence of such compliance as indicated in Appendix C – Insurance Form.

10.2 Insurance Coverage

The Proponent is required to carry Insurance policies in accordance with the minimum requirements and limits set out by the town. Appendix C is required to be filled out and submitted to confirm that Proof of insurance will be provided to the town within the specified timeframe.

11.0 FEE SCHEDULE

Proponent's bids must be based on what services will be delivered if the percentage split between the agency and the municipality is 60/40 of the fee schedules that are attached as per Schedule "B". The fee schedules are subject to increase yearly as set out by Council. Proponent's bids must also specify what additional charges may be incurred by the Town of Crossfield for services over and above the QMP requirements.

12.0 EVALUATION CRITERIA

The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value that they provide to the Town of Crossfield. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.

The Administrative team will utilize specific criteria to rate each proposal. Rating will be confidential and no details will be released to any of the proponents. Administration will provide a recommendation to Town Council who will be responsible for awarding the contract.

The Town of Crossfield criteria for evaluating the proposals from qualified Inspection Services agencies for Building, Electrical, Gas, Plumbing and Private Sewages within the town are outlined below:

Criteria	Points
Proposal Format in accordance with the RFP	10
Proponent knowledge, skill and experience***	50
Past relevant experience and references	20
Data Management	10
Compliance Monitoring	10
Total	100

***Each proposal submitted must include 3 municipal references complete with their contact information.

13.0 NEGOTIATION

The Town of Crossfield reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements. Inquiries related to the RFP shall be directed to Merel Jarvis at the Town of Crossfield at merelj@crossfieldalberta.com

14.0 ACCEPTANCE OF PROPOSALS

The Town of Crossfield reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a principal of the responding company.

Following the evaluation of the submitted proposals, the Town of Crossfield will consider entering into an agreement with a contractor that has been determined to have the ability to best meet the needs and expectations and offers the best overall content and value.

Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Crossfield to accept any proposal or enter into a formal agreement with any organization.

APPENDIX 'A' PROPOSAL FORM

Respondent Information

Please fill out the following form, checking each box below. This form must be returned with the proposal and filled out in full. Name one person to be the contact for the Proponent's response or for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Respondent carries on business:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website:	
Contact Person and Title:	
Contact Phone:	
Contact Facsimile:	
Contact E-mail:	

Date and Location Company Established

Provide the date and location company established

Date:	
Location:	

Ownership

Check whether respondent's company is publicly or privately owned

Public owned

Privately owned

Type of Company

Check the appropriate type of company

Proprietorship
Partnership
Other

If other, provide details:

Limited Company
Corporation

Goods and Services Tax (GST) Registration Number

GST Registration Number _____

Years of Experience

State the number of years' experience providing services similar to those described in this RFP.

Years of experience _____

Company Officers

Provide the following information for all company officers

Title	Name	Years with Company

Management Structure

Provide an organizational chart of key staff that would be assigned to the contract. This organizational chart is to indicate the on and off-site personnel and their roles and areas or levels of responsibility.

Key Personnel

Identify all key personnel, their alternates, and their proposed position for providing the services under this RFQ. Additionally, the representative who will be assigned to the County as a single point of contact for operational matters shall be identified.

Personnel	Position Description

APPENDIX 'B' EXPERIENCE AND REFERENCE FORM

List relevant experience and client references that demonstrate the respondent's experience in the last three (3) years. Attach additional sheets as required.

Reference One:

Client Company Name: _____

Representative for the client: _____

Phone No. _____ Email Address: _____

Location of work: _____

Nature/Scope of work: _____

Date and length of contract: _____

Provide the names of assigned staff: _____

Reference Two:

Client Company Name: _____

Representative for the client: _____

Phone No. _____ Email Address: _____

Location of work: _____

Nature/Scope of work: _____

Date and length of contract: _____

Provide the names of assigned staff: _____

Reference Three:

Client Company Name: _____

Representative for the client: _____

Phone No. _____ Email Address: _____

Location of work: _____

Nature/Scope of work: _____

Date and length of contract: _____

Provide the names of assigned staff: _____

Acknowledgement of Terms of Reference and Governing Law

The respondent acknowledges that this RFP process will be governed by the specific Terms of Reference and Governing Law set out in this RFP and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the town accepts the respondent's offer in writing.

APPENDIX 'C' INSURANCE

Insurance Requirements

By signing and submitting a proposal under this solicitation, the Proponent certifies that if awarded the contract, it will have the following coverage within five days of the award of the contract and prior to commencing work on town property. The Proponent further certifies that they will maintain all insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Alberta by the province of Alberta.

Required Coverage and Limits

Successful Proponent will be required to provide:

- Employers' Liability: \$5,000,000 - Workers' Compensation Board (WCB) coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the WCB of increases in the number of employees that change their workers' compensation requirements under the WCB during the course of the contract shall be in noncompliance with the contract.
- Commercial General Liability: \$5,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Crossfield must be named as an additional insured and so endorsed on the policy.
- NOTE: All Risks Liability to include Valuable Paper and Records Insurance on all such items pertaining to the Services in an amount adequate to enable their reconstruction.
- A certificate of completed operations liability is to be provided to the town on a yearly basis.

Proponent's Statement

I/we understand the Insurance and WCB requirements of these specifications and will comply in full if awarded this contract.

Name

Signature

Firm

Date

**SCHEDULE 'A' TOWN OF CROSSFIELD
QUALITY MANAGEMENT PLAN (QMP)**

TOWN OF CROSSFIELD

Quality Management Plan

July 2016

Town of Crossfield

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



**Safety
Codes
Council**

Table of Contents

- 1.0 SCOPE OF ACCREDITATION ----- 3**
 - BUILDING----- 3
 - ELECTRICAL ----- 3
 - PLUMBING ----- 3
 - GAS----- 3
 - FIRE----- 3
- 2.0 QUALITY MANAGEMENT PLAN ADMINISTRATION ----- 4**
 - 2.1 PERSONNEL----- 5
 - 2.2 FREEDOM OF INFORMATION AND CONFIDENTIALITY ----- 6
 - 2.3 COUNCIL LEVY ----- 6
 - 2.4 RECORDS ----- 6
 - 2.5 REVISIONS ----- 6
 - 2.6 PERMITS / PERMISSIONS ADMINISTRATION----- 7
 - 2.7 ANNUAL INTERNAL REVIEW----- 7
 - 2.8 DECLARATION OF STATUS ----- 7
 - 2.9 ORGANIZATIONAL CHART ----- 8
 - 2.10 MUNICIPALITY AGREEMENT ----- 9
 - 2.11 MUNICIPALITY QMP MANAGER INFORMATION ----- 9
 - 2.12 NOTICES----- 10
- 3.0 OPERATIONAL REQUIREMENTS ----- 12**
 - 3.1 SCOPE OF SERVICES ----- 12
 - 3.2 INTERDISCIPLINARY TECHNICAL COORDINATION----- 13
 - 3.3 ORDERS ----- 13
 - 3.4 EMERGENCY SITUATIONS----- 13
 - 3.5 ALTERNATIVE SOLUTIONS / VARIANCES----- 14
 - 3.6 PERMIT ADMINISTRATION ----- 14
 - 3.6.1 Permit Applications ----- 14
 - 3.6.2 Required terms of permit issuance----- 15
 - 3.6.3 Terms and Conditions of Permit ----- 15
 - 3.6.4 Annual Permits----- 16
 - 3.6.5 Permit Expiry ----- 16
 - 3.6.6 Permit Timeframe Extension ----- 16
 - 3.6.7 Permit Services Report (PSR) ----- 16
 - 3.6.8 Permit Refusal, Suspension, or Cancellation----- 17
 - 3.7 SITE INSPECTIONS/INSPECTION REPORTS ----- 17
 - 3.8 NO-ENTRY POLICY ----- 18
 - 3.9 VERIFICATION OF COMPLIANCE (VOC) ----- 18
 - 3.10 INVESTIGATION OF AN UNSAFE CONDITION, ACCIDENT, OR FIRE ----- 19
- 4.0 TECHNICAL DISCIPLINE SERVICE DELIVERY STANDARDS----- 21**
 - 4.1 SCHEDULE C.1 BUILDING----- 21
 - 4.2 SCHEDULE C.2 ELECTRICAL AND ELECTRICAL UTILITY ----- 26
 - 4.2.1 Electrical Utility----- 27
 - 4.3 SCHEDULE C.3 PLUMBING ----- 29
 - 4.4 SCHEDULE C.4 GAS----- 31
 - 4.5 SCHEDULE C.5 FIRE ----- 33
 - 4.5.1 Method 1----- 33
 - 4.5.2 Method 2----- 35

Schedule A

Scope and Administration

1.0 SCOPE OF ACCREDITATION

The Town of Crossfield herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Building Code, and • National Energy Code of Canada for Buildings.
<input type="checkbox"/>	Only those parts of the Alberta Building Code pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Canadian Electrical Code Part 1
<input type="checkbox"/>	<ul style="list-style-type: none"> • Alberta Electrical Utility Code
PLUMBING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Plumbing Code of Canada, and • Private Sewage Disposal System Standard of Practice.
GAS	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fuelling Stations Installation Code. Excluding the: <ul style="list-style-type: none"> • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code – Part 1 Compressed Natural Gas.
FIRE	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code, and • Fire Investigation (cause and circumstance) Or
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, • Fire Investigations (cause and circumstance)
	Fire Prevention Programs (optional)
<input type="checkbox"/>	Public education

2.0 Quality Management Plan Administration

Town of Crossfield

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCO's will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCO's) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act ,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP, and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The Freedom of Information and Protection of Privacy Act apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

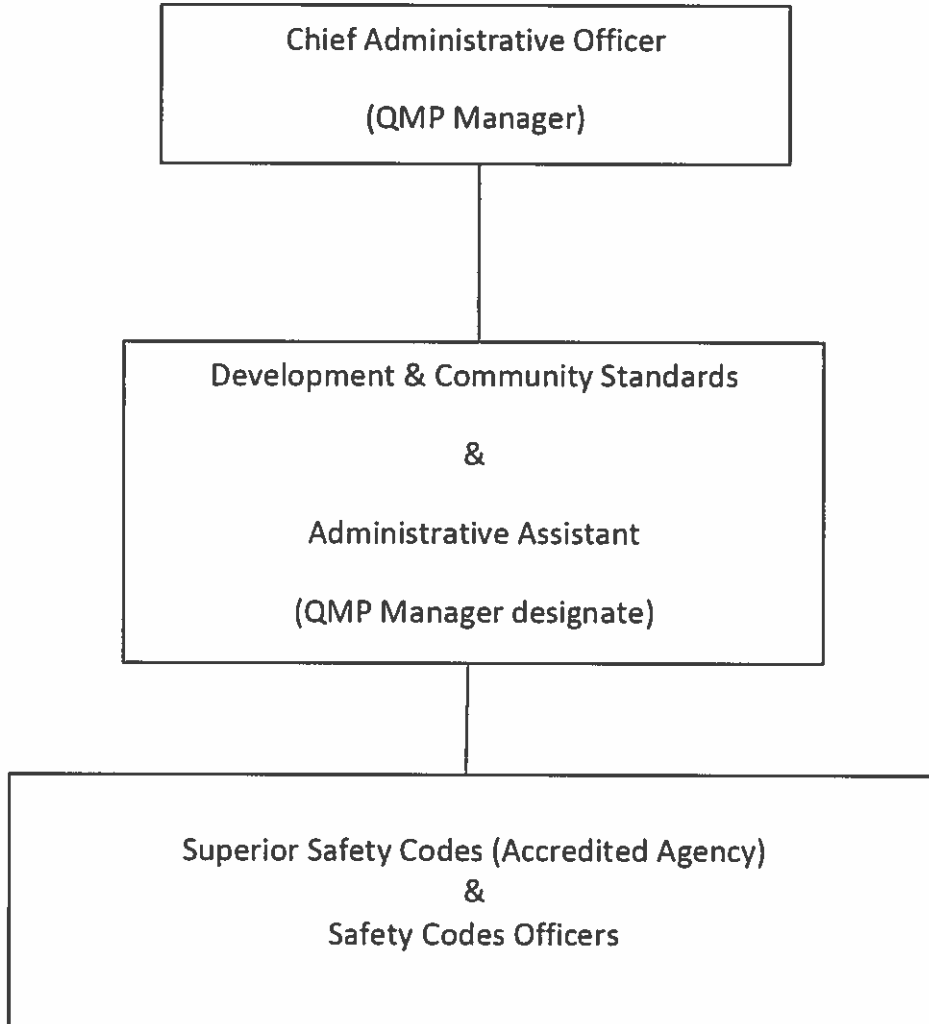
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Council Resolution # 139-2019 of **May 7, 2019** the **Town of Crossfield** hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.



Signature – Chief Administrative Officer

Ken Bosman, Chief Administrative Officer

Name & Position Title

May 7, 2019

Date

kenb@crossfieldalberta.com

Email Address

Town of Crossfield

Name of Municipality

403-946-5565

Phone Number



Signature Chief Elected Official

Jo Tennant, Mayor

Name & Position Title

May 7, 2019

Date

mayortennant@crossfieldalberta.com

Email Address

1005 Ross Street, Crossfield

Municipality Address

403-946-4523

Fax Number

2.11 Municipality QMP Manager Information

Ken Bosman, CAO

Name and Title of QMP Manager

Town of Crossfield

Name of Municipality

403-946-5565

Phone Number

kenb@crossfieldalberta.com

Email Address

1005 Ross Street

Municipality Address

403-946-4523

Fax Number

2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.

Schedule B

Operational Requirements

3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,

- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

Schedule C

Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions eg. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC,
- obtain New Home Warranty verification where applicable, and
- obtain a hotworks permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o building envelope and HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure, and building envelop (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance

Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

In conjunction with / exceptions to with the above tables:

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 180 days of permit issuance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> o rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> o completed rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> o final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) OR o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> o mid- term inspection o final inspection, within 60 days of expiry of permit

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2.1 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

Construction Document Review

Prior to construction, a SCO, with will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

A SCO may review design drawings which are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes but is not limited to poles, substations and overhead/ underground systems.

Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Site Inspections for Electrical Utility Systems

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, is not repetitive in nature and not based on standard designs and that have been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction,
- customer type i.e. industrial, commercial, farm, residential,
- system upgrades,
- geographic location and terrain, i.e. service area, forest, prairie,
- construction crews involved, and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> o rough-in below grade prior to covering OR o rough-in above grade prior to covering AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> o rough-in below grade prior to covering OR o rough-in above grade prior to covering OR o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> o completed rough-in below grade OR o completed rough-in above grade prior to covering (within 180 days of permit issuance) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> o mid-term inspection AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> o site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> ○ rough-in ○ AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.5 Schedule C.5 FIRE

Fire Permits/Permissions

The Municipality will issue permits/permissions and occupant load certificates.

Fire Inspections

The Municipality must choose from the following methods of assessment when determining the inspection frequency for the Fire Discipline. Method 1 identifies an inspection frequency schedule that is determined on extensive risk assessments of the buildings and occupancy classifications. Method 2 is an inspection frequency level without the consideration of associated risk.

A Fire SCO will conduct on-site inspections in accordance to the one of the following inspections frequency methods as chosen by the Municipality.

4.5.1 Method 1

If Method 1 is chosen, the Municipality must conduct a formal risk assessment as associated with the use and occupancy classification as classified by the Alberta Building Code.

The following information is provided as guideline for this process.

Administrative Service Assessment (Risk assessment)

The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Or, another way of looking at it is to consider risk an estimate of the probability of a hazard being present.

By understanding how to reduce or eliminate hazards associated with different building occupancies. This will lower risks to occupants and these actions are an important part of risk reduction.

Conducting an initial fire safety inspection can give the SCO an understanding of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.

A. Basic steps to an inspection risk analysis.

- identify the issue by conducting a benchmark inspection. - Use property records for assistance,
- address risks and benefits. – Probability verses consequences,
- identify and analyze options. – Identify inspection program,
- select strategy. – Frequency of inspections,
- implement strategy. – Commence inspection program, and
- evaluate strategy. – Review code infractions and evaluate against previous inspections.

Risk analysis addresses:

- what is the likelihood of harm,
- what is the potential harm, and
- what is the potential consequence of an event to people and/ or property.

B. Risk Identification

The following model for risk assessment rates each building as a low, medium or high or maximum risk.

<p>HIGH PROBABILITY LOW CONSEQUENCE (MODERATE RISK) 2</p>	<p>HIGH PROBABILITY HIGH CONSEQUENCE (MAXIMUM RISK) 4</p>
<p>LOW PROBABILITY LOW CONSEQUENCE (LOW RISK) 1</p>	<p>LOW PROBABILITY HIGH CONSEQUENCE (HIGH RISK) 3</p>

Definitions:

Probability: The likelihood an event will occur within a given period of time. An event that occurs daily is highly probable. An event that occurs only once in a century is very unlikely. Probability then is an estimate of how often an event will occur.

Consequences: There are two components: life safety (lives of occupants affected by fire and economic impact (loss of irreplaceable assets and likelihood of economic recovery)

This process establishes a numerical value of 1 – 4 for each individual structure/occupancy. A 1 rating is low probability with low consequence. A 2 rating is high probability with low consequence. A 3 rating is low probability with high consequence and A 4 rating is high probability with high consequence.

Accredited organizations can set their own frequency schedules based on risk tolerance within their communities. Please note the example table.

The inspection frequency for occupancies that fall into 1 & 2 categories will be inspected on a request, complaint or at the discretion of the SCO. Occupancies with a 3 category will be inspected every 2 years and occupancies in a 4 category will be inspected annually.

Example table:

Project	Occupancy	Risk rating	Inspection frequency
Compliance inspections	A1	R4	Once every 12 months
	A2	R4	Once every 12 months
	B2	R4	Once every 12 months
	B3	R3	Once every 24 months
	C. 5-12 family	R3	Once every 24 months
	C. 25 family or more	R4	Once every 12 months
	D	R2	Request or complaint
	D High rise	R4	Once every 12 months
	F1	R4	Once every 12 months
	F3	R2	Request or complaint
Storage Tank Systems		R4	Once every 12 months

4.5.2 Method 2

If Method 2 is chosen, the Municipality must pick one from each applicable frequency box in accordance to use and occupancy as classified in the Alberta Building Code (ABC).

<u>Activity / Project</u>	<u>Type of use, occupancy, sites, or work</u>	<u>Inspection Frequency Range</u> <u>(May be by occupancy or individual unit)</u> <u>(Where indicated 1 inspection frequency must be chosen)</u>
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	1 site inspection of all work or acceptance of Verification of Compliance AND 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	1 site inspection or acceptance of Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	1 site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. 1 post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	Once per event
	Group A, Division 1 Assembly	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group A, Division 2 Assembly	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months

	Group A, Division 3 Assembly	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group A, Division 4 Assembly	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group B, Division 1 Care or Detention	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group B, Division 2 Care or Detention	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 1 to 5 family	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 5 to 12 family	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 12 to 25 family	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group C Residential – 25 and more family	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group D	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group E	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group F, Division 1	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
	Group F, Division 2	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months

	Group F, Division 3	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months
Storage Tanks Systems		On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months

Definitions:

- 1) **On request or complaint** - the process as defined by municipal operational policy.
- 2) **Once every month** - a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3) **Once every 6 months** - a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4) **Once every 12 months** - a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5) **Once every 24 months** - a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

Storage Tank Systems for Flammable Liquids and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- a Fire SCO will:
 - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
 - initial all pages of the construction documents,
 - date stamp and sign the documents,
 - complete a Plans Review Report,
 - provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer,
 - provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file, and
 - Complete a PSR and submit to the permit holder

Fireworks

The Municipality will issue permits for:

- vendor,
- purchase,
- possession,
- handling, and
- discharge.

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
 - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code, and
 - is of at least 18 years of age.
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - employees handling fireworks for sale are of at least 18 years of age,
 - manufacturers instructions are posted at the sales location and provided with each sale,
 - record of each sale is retained for examination by the Fire SCO, and
 - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

On issuance of the permit, the SCO will sign the permit with their certification or DOP number on the permit.

Hotworks

Hotworks will be addressed through the issuance of a Hotworks Permit by the municipality or be addressed in the Construction Fire Safety Plan. Hotworks information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the safety codes officer may require.

Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety, and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers,
- emergency procedures,
- control of hazards,
- maintenance of firefighting measures, and
- the acceptance of the Fire Safety Codes Officer having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

Fire Investigations

Investigations will be conducted by a Fire SCO to determine the, cause, circumstance and origin of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required assisting in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office. Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets,
- fire Incident Field Notes,
- casualty Field Notes (if applicable),
- wildfire Notes (if applicable),
- evidence Form,
- vehicle Fire Field Notes (if applicable),
- photographs and a Photograph Log,
- structure Fire Notes,
- firefighter Statements,
- witness Statements, and
- consent to Search (if applicable)

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Prevention Programs

Fire Prevention Programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
 - Risk Watch (an injury prevention program),
 - Getting to Know Fire (fire educator lesson plans),
 - Seniors Fire Safety Programs,
 - Juvenile Firesetter Intervention Program,
 - Fire Smart, and
 - Shelter-in-Place.

**SCHEDULE 'B' TOWN OF CROSSFIELD
FEE SCHEDULE**

**TOWN OF CROSSFIELD
BUILDING PERMIT FEE SCHEDULE**

RESIDENTIAL/MULTI-FAMILY DWELLING UNITS	
New Residential Construction	\$0.59 per sq. ft.
Additions / Renovations	\$0.29 per sq. ft.
Minimum Permit Fee - Residential (including basement development)	\$108.00 + \$4.50
Private Garages	
Attached - Based on sq. ft. of garage (include with house permit)	\$0.29 per sq. ft.
Detached - Flat Rate (separate permit)	\$108.00 + \$4.50
Decks / Storage Sheds	\$99.00 + \$4.50
Fireplaces/Wood Burning Stoves Installation (If not included in new construction) Flat Rate	\$99.00 + \$4.50
Demolitions - Residential (Flat Rate)	\$99.00 + \$4.50
MOBILE AND MODULAR HOME FEES	
(Get S/N, Make, Model and Year on all Mobile Homes)	
Modular Home - Permit (flat fee - Building, Electrical, Gas & Plumbing) (Bldg. \$362.00+14.48, Elect. \$90.00+4.50, Gas \$90.00+4.50, Plbg \$90.00+4.50)	
Mobile Homes Set-up (flat fee - Building, Electrical, Gas, Plumbing) (Bldg. \$97.00+4.50, Elect. \$59.00+4.50, Gas \$59.00+4.50, Plbg. \$59.00+4.50)	
COMMERCIAL / INDUSTRIAL / INSTITUTIONAL	
First \$1,000,000 Construction Value	\$6.10 per \$1,000 construction value
Over \$1,000,000 Construction Value	\$6,100 + 4.32 per \$1,000 construction value portions over \$1,000,000)
Demolitions - Commercial (Flat Rate)	\$144.00 + \$5.76
Minimum Permit Fee (Commercial / Industrial)	\$144.00 + \$5.76

*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

TOWN OF CROSSFIELD ELECTRICAL FEE SCHEDULE

FOR OTHER THAN NEW SINGLE FAMILY RESIDENTIAL

Temporary and Underground Service Conductor and Feeders - \$67.00 Flat Fee Plus \$4.50 Safety Codes Fee

Installation Cost = Total value of electrical materials, fixtures and supplies plus labour

Homeowner Permits - double the value of materials, fixtures and supplies to get installation cost.

Installation Cost	Permit Fee	SC Levy	Total Fee
0 - 300	\$72.00	\$4.50	\$76.50
300.01 - 500	\$72.00	\$4.50	\$76.50
500.01 - 1,000	\$72.00	\$4.50	\$76.50
1000.01 - 1500	\$87.00	\$4.50	\$91.50
1500.01 - 2000	\$101.00	\$4.50	\$105.50
2000.01 - 2500	\$115.00	\$4.60	\$119.60
2500.01 - 3000	\$130.00	\$5.20	\$135.20
3000.01 - 3500	\$144.00	\$5.76	\$149.76
3500.01 - 4000	\$155.00	\$6.20	\$161.20
4000.01 - 4500	\$162.00	\$6.48	\$168.48
4500.01 - 5000	\$168.00	\$6.72	\$174.72
5000.01 - 5500	\$176.00	\$7.04	\$183.04
5500.01 - 6000	\$184.00	\$7.36	\$191.36
6000.01 - 6500	\$191.00	\$7.64	\$198.64
6500.01 - 7000	\$198.00	\$7.92	\$205.92
7000.01 - 7500	\$205.00	\$8.20	\$213.20
7500.01 - 8000	\$209.00	\$8.36	\$217.36
8000.01 - 8500	\$216.00	\$8.64	\$224.64
8500.01 - 9000	\$223.00	\$8.92	\$231.92
9000.01 - 9500	\$230.00	\$9.20	\$239.20
9500.01 - 10000	\$238.00	\$9.52	\$247.52
10000.01 - 11000	\$245.00	\$9.80	\$254.80
11000.01 - 12000	\$253.00	\$10.12	\$263.12
12000.01 - 13000	\$260.00	\$10.40	\$270.40
13000.01 - 14000	\$267.00	\$10.68	\$277.68
14000.01 - 15000	\$275.00	\$11.00	\$286.00
15000.01 - 16000	\$282.00	\$11.28	\$293.28
16000.01 - 17000	\$290.00	\$11.60	\$301.60
17000.01 - 18000	\$297.00	\$11.88	\$308.88
18000.01 - 19000	\$304.00	\$12.16	\$316.16
19000.01 - 20000	\$311.00	\$12.44	\$323.44
20000.01 - 21000	\$318.00	\$12.72	\$330.72
21000.01 - 22000	\$320.00	\$12.80	\$332.80
22000.01 - 23000	\$325.00	\$13.00	\$338.00
23000.01 - 24000	\$327.00	\$13.08	\$340.08
24000.01 - 25000	\$332.00	\$13.28	\$345.28
25000.01 - 26000	\$334.00	\$13.36	\$347.36
26000.01 - 27000	\$342.00	\$13.68	\$355.68
27000.01 - 28000	\$349.00	\$13.96	\$362.96
28000.01 - 29000	\$355.00	\$14.20	\$369.20
29000.01 - 30000	\$364.00	\$14.56	\$378.56
30000.01 - 31000	\$370.00	\$14.80	\$384.80
31000.01 - 32000	\$376.00	\$15.04	\$391.04
32000.01 - 33000	\$381.00	\$15.24	\$396.24
33000.01 - 34000	\$388.00	\$15.52	\$403.52
34000.01 - 35000	\$393.00	\$15.72	\$408.72
35000.01 - 36000	\$399.00	\$15.96	\$414.96
36000.01 - 37000	\$405.00	\$16.20	\$421.20

Installation Cost	Permit Fee	SC Levy	Total Fee
37000.01 - 38000	\$410.00	\$16.40	\$426.40
38000.01 - 39000	\$412.00	\$16.48	\$428.48
39000.01 - 40000	\$418.00	\$16.72	\$434.72
40000.01 - 41000	\$423.00	\$16.92	\$439.92
41000.01 - 42000	\$429.00	\$17.16	\$446.16
42000.01 - 43000	\$435.00	\$17.40	\$452.40
43000.01 - 44000	\$441.00	\$17.64	\$458.64
44000.01 - 45000	\$447.00	\$17.88	\$464.88
45000.01 - 46000	\$453.00	\$18.12	\$471.12
46000.01 - 47000	\$459.00	\$18.36	\$477.36
47000.01 - 48000	\$465.00	\$18.60	\$483.60
48000.01 - 49000	\$471.00	\$18.84	\$489.84
49000.01 - 50000	\$476.00	\$19.04	\$495.04
50000.01 - 60000	\$526.00	\$21.04	\$547.04
60000.01 - 70000	\$582.00	\$23.28	\$605.28
70000.01 - 80000	\$640.00	\$25.60	\$665.60
80000.01 - 90000	\$698.00	\$27.92	\$725.92
90000.01 - 100000	\$755.00	\$30.20	\$785.20
100000.01 - 110000	\$784.00	\$31.36	\$815.36
110000.01 - 120000	\$826.00	\$33.04	\$859.04
120000.01 - 130000	\$870.00	\$34.80	\$904.80
130000.01 - 140000	\$812.00	\$32.48	\$844.48
140000.01 - 150000	\$955.00	\$38.20	\$993.20
150000.01 - 160000	\$998.00	\$39.92	\$1,037.92
160000.01 - 170000	\$1,041.00	\$41.64	\$1,082.64
170000.01 - 180000	\$1,084.00	\$43.36	\$1,127.36
180000.01 - 190000	\$1,127.00	\$45.08	\$1,172.08
190000.01 - 200000	\$1,171.00	\$46.84	\$1,217.84
200000.01 - 210000	\$1,213.00	\$48.52	\$1,261.52
210000.01 - 220000	\$1,256.00	\$50.24	\$1,306.24
220000.01 - 230000	\$1,299.00	\$51.96	\$1,350.96
230000.01 - 240000	\$1,341.00	\$53.64	\$1,394.64
240000.01 - 250000	\$1,385.00	\$55.40	\$1,440.40
250000.01 - 300000	\$1,513.00	\$60.52	\$1,573.52
300000.01 - 350000	\$1,655.00	\$66.20	\$1,721.20
350000.01 - 400000	\$1,799.00	\$71.96	\$1,870.96
400000.01 - 450000	\$1,942.00	\$77.68	\$2,019.68
450000.01 - 500000	\$2,084.00	\$83.36	\$2,167.36
500000.01 - 550000	\$2,227.00	\$89.08	\$2,316.08
550000.01 - 600000	\$2,370.00	\$94.80	\$2,464.80
600000.01 - 650000	\$2,514.00	\$100.56	\$2,614.56
650000.01 - 700000	\$5,656.00	\$226.24	\$5,882.24
700000.01 - 750000	\$2,799.00	\$111.96	\$2,910.96
750000.01 - 800000	\$2,942.00	\$117.68	\$3,059.68
800000.01 - 850000	\$3,085.00	\$123.40	\$3,208.40
850000.01 - 900000	\$3,228.00	\$129.12	\$3,357.12
900000.01 - 950000	\$3,370.00	\$134.80	\$3,504.80
950000.01 - 1000000	\$3,513.00	\$140.52	\$3,653.52

For projects over \$1,000,000 please contact the Municipality or Superior Safety Codes for a quote.

*SC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

Effective January 1, 2021

TOWN OF CROSSFIELD
ELECTRICAL FEE SCHEDULE

NEW SINGLE FAMILY RESIDENTIAL			
Square Footage	Permit Fee	SC Levy	Total Fee
up to 1200	\$144.00	\$5.76	\$149.76
1201 to 1500	\$173.00	\$6.92	\$179.92
1501 to 2000	\$216.00	\$8.64	\$224.64
2001 to 2500	\$238.00	\$9.52	\$247.52
2501 to 5000	\$260.00	\$10.40	\$270.40
over 5000	Permit fee is \$260.00 plus \$0.10 per square foot over 5000 square feet		

1. The above fee schedule applies to "New" Single Family dwellings only.
(For residential renovations, sheds, additions, etc. use Electrical Installation Cost Fee Schedule)
2. Attached private garages: Electrical fee is based on total square footage of house for fee
(i.e. 1,200 sq.ft. house and 400 sq.ft. attached garage = 1,600 sq.ft.)
3. Detached garages electrical is \$0.12 a square foot (i.e. 600 sq.ft. would be \$72) with a minimum \$71.00 fee

***SC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00**

**TOWN OF CROSSFIELD
GAS PERMIT FEE SCHEDULE**

Non-Residential Installations			
BTU Input	Permit Fee	SC Levy	Total Fee
10,000	\$72.00	\$4.50	\$76.50
20,000	\$72.00	\$4.50	\$76.50
30,000	\$72.00	\$4.50	\$76.50
40,000	\$72.00	\$4.50	\$76.50
50,000	\$80.00	\$4.50	\$84.50
60,000	\$80.00	\$4.50	\$84.50
70,000	\$80.00	\$4.50	\$84.50
80,000	\$80.00	\$4.50	\$84.50
90,000	\$80.00	\$4.50	\$84.50
100,000	\$87.00	\$4.50	\$91.50
110,000	\$87.00	\$4.50	\$91.50
120,000	\$87.00	\$4.50	\$91.50
130,000	\$94.00	\$4.50	\$98.50
140,000	\$97.00	\$4.50	\$101.50
150,000	\$104.00	\$4.50	\$108.50
170,000	\$111.00	\$4.50	\$115.50
190,000	\$118.00	\$4.72	\$122.72
210,000	\$125.00	\$5.00	\$130.00
230,000	\$133.00	\$5.32	\$138.32
250,000	\$140.00	\$5.60	\$145.60
300,000	\$147.00	\$5.88	\$152.88
350,000	\$155.00	\$6.20	\$161.20
400,000	\$162.00	\$6.48	\$168.48
450,000	\$138.00	\$5.52	\$143.52
500,000	\$176.00	\$7.04	\$183.04
550,000	\$184.00	\$7.36	\$191.36
600,000	\$191.00	\$7.64	\$198.64
650,000	\$198.00	\$7.92	\$205.92
700,000	\$205.00	\$8.20	\$213.20
750,000	\$212.00	\$8.48	\$220.48
800,000	\$219.00	\$8.76	\$227.76
850,000	\$226.00	\$9.04	\$235.04
900,000	\$234.00	\$9.36	\$243.36
950,000	\$241.00	\$9.64	\$250.64
1,000,000	\$248.00	\$9.92	\$257.92

Propane and Small Installations			
Type of Installation	Permit Fee	SC Levy	Total Fee
Propane Tank Set	\$72.00	\$4.50	\$76.50
Temporary Propane / Natural Gas Heating (Includes Tank Set)	\$72.00	\$4.50	\$76.50
Propane Cylinder Refill Centres	\$107.00	\$4.50	\$111.50

Replacement of Non-Residential Appliances (per unit)			
BTU INPUT	Permit Fee	SC Levy	Total Fee
0 - 400,000	\$72.00	\$4.50	\$76.50
400,001 - 5,000,000	\$108.00	\$4.50	\$112.50
Over 5,000,000	\$361.00	\$14.44	\$375.44

Add \$5.00 for each 100,000 BTU (or portion of) over 1,000,000 BTU's

*SC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

**TOWN OF CROSSFIELD
GAS FEE SCHEDULE**

Residential Installations			
Number of Outlets	Permit Fee	SC Levy	Total Fee
1	\$72.00	\$4.50	\$76.50
2	\$94.00	\$4.50	\$98.50
3	\$115.00	\$4.60	\$119.60
4	\$137.00	\$5.48	\$142.48
5	\$166.00	\$6.64	\$172.64
6	\$180.00	\$7.20	\$187.20
7	\$195.00	\$7.80	\$202.80
8	\$209.00	\$8.36	\$217.36
9	\$223.00	\$8.92	\$231.92
10	\$238.00	\$9.52	\$247.52
11	\$252.00	\$10.08	\$262.08
12	\$267.00	\$10.68	\$277.68
13	\$274.00	\$10.96	\$284.96
14	\$290.00	\$11.60	\$301.60
15	\$299.00	\$11.96	\$310.96
16	\$311.00	\$12.44	\$323.44
17	\$320.00	\$12.80	\$332.80
18	\$332.00	\$13.28	\$345.28
19	\$347.00	\$13.88	\$360.88
20	\$362.00	\$14.48	\$376.48
ADD \$7.00 FOR EACH OUTLET OVER 20			

Propane and Small Installations			
Type of Installation	Permit Fee	SC Levy	Total Fee
Propane Tank Set (New or Replacements)	\$72.00	\$4.50	\$76.50
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$72.00	\$4.50	\$75.50

***SC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00**

**TOWN OF CROSSFIELD
PLUMBING PERMIT FEES**

Number of Fixtures	Permit Fee	SC Levy	Total Fee
1	\$72.00	\$4.50	\$76.50
2	\$72.00	\$4.50	\$76.50
3	\$80.00	\$4.50	\$84.50
4	\$87.00	\$4.50	\$91.50
5	\$89.00	\$4.50	\$93.50
6	\$105.00	\$4.50	\$109.50
7	\$115.00	\$4.60	\$119.60
8	\$125.00	\$5.00	\$130.00
9	\$133.00	\$5.32	\$138.32
10	\$144.00	\$5.76	\$149.76
11	\$156.00	\$6.24	\$162.24
12	\$168.00	\$6.72	\$174.72
13	\$179.00	\$7.16	\$186.16
14	\$191.00	\$7.64	\$198.64
15	\$202.00	\$8.08	\$210.08
16	\$211.00	\$8.44	\$219.44
17	\$219.00	\$8.76	\$227.76
18	\$225.00	\$9.00	\$234.00
19	\$234.00	\$9.36	\$243.36
20	\$243.00	\$9.72	\$252.72
21	\$248.00	\$9.92	\$257.92
22	\$256.00	\$10.24	\$266.24
23	\$263.00	\$10.52	\$273.52
24	\$269.00	\$10.76	\$279.76
25	\$276.00	\$11.04	\$287.04
26	\$283.00	\$11.32	\$294.32
27	\$290.00	\$11.60	\$301.60
28	\$297.00	\$11.88	\$308.88
29	\$304.00	\$12.16	\$316.16
30	\$311.00	\$12.44	\$323.44
31	\$318.00	\$12.72	\$330.72
32	\$320.00	\$12.80	\$332.80
33	\$325.00	\$13.00	\$338.00
34	\$329.00	\$13.16	\$342.16
35	\$332.00	\$13.28	\$345.28
36	\$337.00	\$13.48	\$350.48
37	\$342.00	\$13.68	\$355.68
38	\$349.00	\$13.96	\$362.96
39	\$357.00	\$14.28	\$371.28
40	\$363.00	\$14.52	\$377.52
41	\$370.00	\$14.80	\$384.80
42	\$377.00	\$15.08	\$392.08
43	\$383.00	\$15.32	\$398.32
44	\$391.00	\$15.64	\$406.64
45	\$398.00	\$15.92	\$413.92
46	\$403.00	\$16.12	\$419.12
47	\$410.00	\$16.40	\$426.40
48	\$414.00	\$16.56	\$430.56
49	\$423.00	\$16.92	\$439.92
50	\$430.00	\$17.20	\$447.20

Number of Fixtures	Permit Fee	SC Levy	Total Fee
51	\$396.00	\$15.84	\$411.84
52	\$402.00	\$16.08	\$418.08
53	\$406.00	\$16.24	\$422.24
54	\$411.00	\$16.44	\$427.44
55	\$416.00	\$16.64	\$432.64
56	\$421.00	\$16.84	\$437.84
57	\$425.00	\$17.00	\$442.00
58	\$430.00	\$17.20	\$447.20
59	\$435.00	\$17.40	\$452.40
60	\$441.00	\$17.64	\$458.64
61	\$445.00	\$17.80	\$462.80
62	\$450.00	\$18.00	\$468.00
63	\$456.00	\$18.24	\$474.24
64	\$462.00	\$18.48	\$480.48
65	\$465.00	\$18.60	\$483.60
66	\$471.00	\$18.84	\$489.84
67	\$476.00	\$19.04	\$495.04
68	\$481.00	\$19.24	\$500.24
69	\$485.00	\$19.40	\$504.40
70	\$491.00	\$19.64	\$510.64
71	\$496.00	\$19.84	\$515.84
72	\$501.00	\$20.04	\$521.04
73	\$505.00	\$20.20	\$525.20
74	\$510.00	\$20.40	\$530.40
75	\$515.00	\$20.60	\$535.60
76	\$520.00	\$20.80	\$540.80
77	\$524.00	\$20.96	\$544.96
78	\$529.00	\$21.16	\$550.16
79	\$534.00	\$21.36	\$555.36
80	\$539.00	\$21.56	\$560.56
81	\$543.00	\$21.72	\$564.72
82	\$545.00	\$21.80	\$566.80
83	\$546.00	\$21.84	\$567.84
84	\$549.00	\$21.96	\$570.96
85	\$552.00	\$22.08	\$574.08
86	\$558.00	\$22.32	\$580.32
87	\$558.00	\$22.32	\$580.32
88	\$560.00	\$22.40	\$582.40
89	\$563.00	\$22.52	\$585.52
90	\$564.00	\$22.56	\$586.56
91	\$567.00	\$22.68	\$589.68
92	\$569.00	\$22.76	\$591.76
93	\$572.00	\$22.88	\$594.88
94	\$574.00	\$22.96	\$596.96
95	\$577.00	\$23.08	\$600.08
96	\$579.00	\$23.16	\$602.16
97	\$582.00	\$23.28	\$605.28
98	\$583.00	\$23.32	\$606.32
99	\$586.00	\$23.44	\$609.44
100	\$588.00	\$23.52	\$611.52

Add \$1.00 for each fixture over 100

*SC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560.00

TOWN OF CROSSFIELD

Private Sewage Disposal System Fee Schedule
For Single Family Residential

Description	Permit Fee	SCC Levy	Total Fee
Holding Tanks,	\$129.00	\$5.16	\$134.16
Fields, Mounds, Open Discharge, Treatment Tanks	\$206.00	\$8.24	\$214.24

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560