

# BYLAW NO. 325/25

## RURAL MUNICIPALITY OF MOOSOMIN NO 121

### A BYLAW RESPECTING BUILDINGS

The Council of the Rural Municipality of Moosomin No 121 in the Province of Saskatchewan enacts as follows:

#### **1.0 SHORT TITLE**

This bylaw may be cited as the Building Bylaw.

#### **2.0 PURPOSE OF THE BUILDING BYLAW**

The purpose of this bylaw is to provide for the administration and enforcement of the Act, the regulations, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority.

#### **3.0 INTERPRETATION/LEGISLATION**

Definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply in this Building Bylaw.

“**Act**” means *The Construction Codes Act*

“**Addition**” means any new construction expanding an existing building, either horizontally or vertically

“**Alteration**” means a change to any matter, thing or occupancy that is regulated by the Act but does not include an addition

“**Building Official**” means a person who holds a building official license

“**Competent Person**” means a person who is recognized by the local authority as having:

- a) a degree, certificate or professional designation; or
- b) the knowledge, experience and training necessary to design or review the design of a building.

“**Construction Standards**” in this Building Bylaw means as defined by the Act.

“**Farm Building**” means, subject to the Regulations, a building that:

- a) does not contain a residential occupancy;
- b) is located on land used for agricultural operation as defined in *The Agricultural Operations Act*; and
- c) is used for the following purposes:
  - i) the housing of livestock;
  - ii) the production, storage or processing of primary agricultural and horticultural crops and feeds;
  - iii) the housing and storage or maintenance of equipment or machinery associated with an agricultural operation.
  - iv) any other prescribed purpose.

“**Local Authority**” means the Rural Municipality of Moosomin No 121

“**NBC**” means the edition and provisions of the National Building Code of Canada, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the Regulations

“**NECB**” means the edition and provisions of the National Energy Code of Canada for Buildings, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations

“**Occupancy Certificate**” means a certificate issued with respect to the approved use or occupancy of a building.

**“Owner”** means:

- a) any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgage;
- b) any person, firm or corporation that controls the property under consideration; or
- c) if the building is owned separately from the land on which the building is located, the owner of the building

**“Owner Representative”** means any person, company, employee or contractor who has authority to act on behalf of an owner

**“Permit”** means written authorization issued by the local authority or its building official in the form of a building permit

**“Plan Review”** means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirements of the Act and the Regulations

**“Regulations”** means *The Building Code Regulations* and *The Energy Code Regulations*

**“SAMA Fee”** means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work

**“Value of Construction”** means the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors

**“Work”** means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

#### **4.0 SCOPE OF THE BYLAW**

This Building Bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.

#### **5.0 GENERAL**

- 1) It is the duty of every owner or the owner's representative of a building in Saskatchewan to ensure that the building and work is in accordance with the Act, the Regulations, any associated codes, interpretations and orders and any Bylaws adopted by the RM of Moosomin with which the building is associated.
- 2) It shall be the responsibility of the owner or the owner's representative to arrange for all permits, inspections and certification required by any other applicable Bylaws Acts and Regulations.
- 3) A building or part of a building for which a permit has been granted shall not be occupied before the certification of occupancy is issued by the local authority or the Building Official pursuant to Clause 16(11)(h) of the Act.
- 4) The provisions of this Building Bylaw apply to buildings greater than 10m<sup>2</sup> (107.6ft<sup>2</sup>) in building area except as otherwise exempted by the Act or the Regulations.
- 5) Farm buildings are exempt in accordance with Subsection 6(2)(c) of the Act.
- 6) Minor alterations, or regular maintenance and repairs, which do not change the structure of the building are exempt from this bylaw.

#### **6.0 PERMIT - ISSUANCE**

- 1) Every application for a permit for work shall be on the form provided by the local authority (Form A), and shall be accompanied by a minimum of two (2) sets of the plans and specifications of the proposed building and work.
- 2) Every permit application shall be reviewed and approved by the building official including plan review and approval.
- 3) If the work described in an application for permit, to the best of the knowledge of the local authority or the building official, complies with the requirements of this Building Bylaw, the Act, or the Regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority (Form B). In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.



- 4) A permit issued pursuant to this Building Bylaw must include:
  - a) the name of the person, or company to whom the permit is issued;
  - b) the period for which the permit is valid;
  - c) a statement of all fees, deposits or bonds charged for the permit;
  - d) the scope of work authorized by the permit;
  - e) the municipal address or legal description of the property on which the work described in the permit is located;
  - f) the buildings or portions of buildings to which the permit applies;
  - g) the date of completion of the stages of construction for which a permit holder must inform the local authority;
  - h) any conditions that the permit holder is required to comply with; and
  - i) any information required by this Building Bylaw.
- 5) No person, or company to whom a permit is issued pursuant to the Act shall fail to comply with the terms and conditions of the permit.
- 6) Work must not commence before a permit is issued.
- 7) The permit fee shall be in accordance with the Building Permit Fees Bylaw.
- 8) If a deposit is collected it shall, on request by the owner or owner's representative, be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the local authority or the building official.
- 9) All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.
- 10) The local authority or the building official may establish the value of construction for the work described in an application for a permit, for the purposes of calculating a permit fee, based on established current construction costs, the owner's or the owner's representative statement of costs or constructor's values, or similar methods selected by the local authority or the building official.
- 11) It is the responsibility of the owner or the owner's representative to ensure that all notifications required by Section 7 of the Act and this Building Bylaw are given to the local authority and that all inspections are scheduled and completed. Failure to do so may result in additional fees for follow-up inspections.
- 12) The owner or the owner's representative will be invoiced by the local authority for additional inspection fees and payment of the inspection fees will be due on receipt of an invoice. Unpaid inspection fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in or on which the work was carried out as per the Act.
- 13) The local authority may, at its discretion, rebate a portion of a permit fee or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

## **7.0 PERMITS – REFUSAL TO ISSUE**

- 1) The local authority may refuse to issue a permit if:
  - a) the proposed work described on the permit application would contravene:
    - (i) the Act;
    - (ii) the Regulations;
    - (iii) an order of the appeal board;
    - (iv) a written interpretation of the minister pursuant to Section 8 of the Act; or
    - (v) the local authority's Building Bylaw;
  - b) the person who designed or reviewed the design of a proposed building that is within the scope of Part 9 of the NBC is not a competent person;
  - c) the person who designed or completed a design review of a proposed building that is within the scope of the NECB is not an architect or engineer;
  - d) the application for a permit is incomplete;
  - e) any fees, deposits or bonds required pursuant to the local authority's Building Bylaw for the issuance of a permit have not been paid; or
  - f) the proposed work described on the permit application would contravene any other Act, Regulations, or Bylaw that applies to the proposed work.
- 2) Where the local authority refuses to issue a permit pursuant to Subsection (1), the local authority shall:
  - a) provide written notice to the applicant as to the reasons for the local authority's refusal to issue a permit; and





- b) refund any fee or deposit paid as part of the permit application for work pursuant to the Act, less any fee paid for:
  - (i) plan review; and
  - (ii) permit application or administration

## **8.0 PERMITS - REVOCATION**


- 1) The local authority may revoke a permit issued pursuant to the Act:
  - a) if the holder of the permit requests in writing that it be revoked;
  - b) if the permit was issued on mistaken, false or incorrect information;
  - c) if the permit was issued in error;
  - d) subject to Subsection (2), if after six (6) months after the permit's issuance, the work for which the permit was issued has not, in the opinion of the local authority's Building Official, been seriously commenced and no written agreement for the delay has been given by the local authority; or
  - e) subject to Subsection (2), if the work for which the permit was issued is, in the opinion of the local authority's Building Official, substantially suspended or discontinued for a period of more than six (6) months after the permit's issuance and no written agreement for the delay has been given by the local authority.
- 2) If the local authority revokes a permit pursuant to Subsection (1) it shall provide written notice to the permit holder as to the reasons for the revocation.

## **9.0 PERMITS - EXPIRY**

- 1) The expiry of a permit does not relieve the owner or the owner's representative from the obligation to complete the work approved in the permit.
- 2) All permits issued pursuant to this Building Bylaw shall expire on the date stated in the permit, or if no date is stated:
  - a) twenty-four months from date of issue;
  - b) six (6) months from date of issue if work is not commenced within that period;
  - c) on the date specified by the local authority if work has not seriously commenced and is suspended for a period of six (6) months; or
  - d) on the date specified by the local authority if work has been suspended with written permission by the local authority or Building Official and the agreed upon date has been exceeded.
- 3) An owner or the owner's representative that does not complete all work listed on a permit before the permit expires shall apply to the local authority that issued the permit to do one of the following:
  - a) revoke the permit;
  - b) extend the term of the permit;
  - c) vary the condition of the permit.
- 4) The local authority may revoke, extend or vary the conditions of a permit on written application of the permit holder and subject to any condition or fees listed in the Bylaw.

## **10.0 ENFORCEMENT**

The local authority or the Building Official may take any measures as permitted by Section 24, 25 or 26 of the Act and Sections 13 and 14 of *The Building Code Regulations* for the purpose of ensuring compliance with this Building Bylaw.

- 1) If any work to a building, or part thereof, or addition thereto is in contravention of any provision of the construction standards, the local authority may take any measures as permitted by the Act for the purpose of ensuring compliance, including but not limited to:
    - a) at any reasonable hour, enter land or a building;
    - b) be accompanied into a building by a person having special or expert knowledge on any matter to which this Act or the regulations relate;
    - c) ordering production of a register, certificate, plan or other document relating in any manner to the design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building and may examine and make copies of the document;
    - d) inspect and take samples of any material, equipment or appliance being used in the design, construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of building;
    - e) issue an order pursuant to this Act;
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- f) direct a local authority to register an interest on title pursuant to Section 20; and;
  - g) exercise any other power or undertake any action as prescribed;
  - h) obtaining restraining orders.
- 2) If any building, or part thereof, or addition thereto is in an unsafe condition due to faulty work, dilapidated state, abandonment, open or unguarded condition or any other reason, the local authority may take any measures allowed by the Act. A Building Official who is satisfied that a building, whether commenced or completed before or after the coming into force of this Act, is in an unsafe condition may, by notice in writing, order the owner of the building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated, within the period set out in the notice, to take any steps set out in the notice that the Building Official considers necessary to eliminate the unsafe condition.
  - 3) A Building Official is satisfied that a building, whether commenced or completed before or after the coming into force of this Act, is in a condition that constitutes an imminent risk or danger to the safety of occupants or the public, a Building Official or a person appointed by the appropriate local authority may enter the land or the building and do, or cause to be done, any acts that the Building Official or appropriate land authority considers necessary to eliminate the risk or danger, and Subsections 26(3) and (4) apply, with any necessary modification, to the expenses incurred in eliminating a danger pursuant to this section.

### **11.0 NOTIFICATION**

- 1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified of:
  - a) when excavation is to be commenced;
  - b) when the foundation is to be placed;
  - c) when a superstructure is to be placed on the foundation;
  - d) any other event at the time required by the permit under which work has been undertaken; and
  - e) any other specified event at the specified time.
- 2) Before commencing work at a building site, the owner or the owner's representative shall give notice to the local authority of:
  - a) the date on which the owner or the owner's representative intends to commence the work; and
  - b) subject to Subsection (8), the name, address and telephone number of:
    - i) the constructor or other person in charge of the work;
    - ii) the designer of the work;
    - iii) the person or firm that is to review the work to determine whether or not the construction conforms to the design; and
    - iv) any inspection or testing agency that is engaged to monitor the work.
- 3) During the course of construction, the owner or the owner's representative shall give notice to the local authority of:
  - a) subject to Subsection (8), any change in, or termination of, the employment of a person or firm mentioned in Clause (2)(b);
  - b) the owner's or owner's representative intent to do any work that has been ordered by a Building Official or local authority to be inspected during construction;
  - c) the owner's or owner's representative intent to enclose work that has been ordered by a Building Official or local authority to be inspected before enclosure;
  - d) subject to Subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
  - e) subject to Subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
  - f) the completion of work.
- 4) Subject to Subsection (8), the owner or the owner's representative of a building under construction shall give notice to the local authority of:
  - a) any change in ownership or change in address of the owner or the owner's representative that occurs before the issuance of an occupancy certificate as soon as the change occurs, and
  - b) the owner's or owner's representative intention to occupy a portion of the building if the building is to be occupied in stages.
- 5) The owner of a building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated shall submit a



written report to the local authority of the occurrence of the following that causes or has the potential to cause serious injury or loss of life:

- a) structural failure of the building or part of the building;
  - b) failure of any equipment, device or appliance that is regulated by the Act or the regulations.
- 6) A report submitted pursuant to Subsection (5) must:
- a) contain:
    - i) the name and address of the owner;
    - ii) the address or location of the building involved in the failure;
    - iii) the name and address of the constructor of the building; and
    - iv) the nature of the failure; and
  - b) be submitted to the local authority within 15 days after the occurrence of the failure mentioned in Clause (5)(a) or (b).
- 7) On receipt of the report pursuant to Subsection (5), the local authority may require an owner to do the following:
- a) provide any other information that the building official or local authority may consider necessary;
  - b) complete any additional work that is necessary to ensure compliance.
- 8) Notice given pursuant to Clause (2)(b), (3)(d), (3)e or Subsection (4) is to be in writing.

## **12.0 SPECIAL CONDITIONS**

- 1) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
  - a) the building; and
  - b) all building systems.
- 2) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
  - a) the design or design review of the structure;
  - b) an inspection of construction of the structure to ensure compliance with the design; and
  - c) the reviews required by the NBC.
- 3) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure within the scope of the NECB shall have an architect or engineer complete:
  - a) the design or design review of the structure;
  - b) the inspection of construction of the structure to ensure compliance with the design; and
  - c) the reviews required by the NECB.
- 4) In addition to the requirements of Subsection (1), (2) or (3), the local authority or building official shall require that an engineer or architect provide:
  - a) a Commitment for Field Review letter as part of the permit application for work; and
  - b) an Assurance of Field Review and Compliance letter, on completion of the work, providing assurance that the work conforms to the engineer's or architect's design.
- 5) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Part 9 of the NBC shall ensure that a competent person has designed or reviewed the design of the building.
- 6) An owner or the owner's representative shall ensure that copies of any inspection or review reports made pursuant to this section are made available to a building official or the local authority on the request of the building official or local authority, as the case may be.
- 7) No owner of a building or an owner's representative shall cause or allow the ground elevations of a building to be changed so as to place in contravention of the NBC:
  - a) the building or part of the building; or
  - b) an adjacent building.
- 8) If the property boundaries of a building lot are changed so as to place a building or part of a building in contravention of the NBC, the owner or owner's representative shall immediately alter the building or part of the building to bring it into compliance with the NBC.


### **13.0 PENALTY**

- 1) Any person who contravenes any of the provisions of this Building Bylaw may be subject to the penalties provided in Part 8 of the Act.
- 2) Conviction of a person or corporation for breach of any provision of this Building Bylaw shall not relieve the person or corporation from compliance with the Act and Regulations.

Enacted pursuant to Section 17  
of *The Construction Codes Act*

SEAL

  
\_\_\_\_\_  
David Moffatt - Reeve

  
\_\_\_\_\_  
Kendra Lawrence – Chief Administrative Officer

Read a third time and adopted  
this 14<sup>th</sup> day of October, 2025

  
\_\_\_\_\_  
Chief Administrative Officer





## FORM A to Bylaw 325/25

# APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to

\_\_\_\_\_ Construct (new)

\_\_\_\_\_ Alter (renovate)

\_\_\_\_\_ Reconstruct

a building according to the information below and to the plans and documents attached to this application.

Civic address or location of work \_\_\_\_\_

Legal description — Parcel \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Designer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Nature of work \_\_\_\_\_

Intended use of building \_\_\_\_\_

Size of building \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Number of storeys \_\_\_\_\_ Fire escapes \_\_\_\_\_

Number of stairways \_\_\_\_\_ Width of stairways \_\_\_\_\_

Number of exits \_\_\_\_\_ Width of exits \_\_\_\_\_

Foundation Soil Classification and Type \_\_\_\_\_

Footings \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Foundations \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Exterior Walls \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Roof \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_

Studs \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Floor Joists \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Girders \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Rafters \_\_\_\_\_ Material \_\_\_\_\_ Spacing \_\_\_\_\_

Chimneys \_\_\_\_\_ Number \_\_\_\_\_ Size \_\_\_\_\_

Heating \_\_\_\_\_ Material \_\_\_\_\_ Thickness \_\_\_\_\_

Lighting \_\_\_\_\_ Plumbing \_\_\_\_\_

Estimated value of construction (excluding site) \$ \_\_\_\_\_

Building area (area of largest storey) \_\_\_\_\_ square metres or feet (indicate which measurement)

Fee for building permit \$ \_\_\_\_\_

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.

Date \_\_\_\_\_

Signature of Owner or Owner's Agent \_\_\_\_\_



FORM B to Bylaw No 325/25

**BUILDING PERMIT #** \_\_\_\_\_

Permission is hereby granted to \_\_\_\_\_  
to construct/erect \_\_\_\_\_  
on municipal address or legal description \_\_\_\_\_  
in accordance with the Building Permit Application dated \_\_\_\_\_. This  
permit is valid from \_\_\_\_\_ to \_\_\_\_\_ (24 months  
from date of issue unless work is not commenced within six months of Date of Issue). This permit  
will expire six (6) months from the date of issue *if work is not commenced within that period* or  
if work is suspended for a period of six months, unless otherwise authorized by the local authority  
or its authorized representative.

**Inspections Schedule is attached – please ensure you follow all inspection requirements.**

This permit is issued subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any deviation, omission or revision to the approved application requires approval of the local  
authority or its authorized representative.

Estimated value of construction \$ \_\_\_\_\_ Permit fee \$ \_\_\_\_\_

\_\_\_\_\_  
Date of Issue

\_\_\_\_\_  
Signature of Authorized Representative

**FORM C to Bylaw No 325/25**

**ORDER TO COMPLY**

Order Issued to: \_\_\_\_\_  
(Name and Mailing Address)

Property or Project Information (Civic Address and Legal Description):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contraventions**

Pursuant to Subsection 24(1) of *The Construction Codes Act, The Uniform and Accessibility Standards Regulations, The National Building Code of Canada and the* \_\_\_\_\_ of Building Bylaw 245 / 22, an inspection of a  
\_\_\_\_\_ was conducted on \_\_\_\_\_ and the following contraventions were identified:

- (a) \_\_\_\_\_ Reference: \_\_\_\_\_  
(b) \_\_\_\_\_ Reference: \_\_\_\_\_  
(c) \_\_\_\_\_ Reference: \_\_\_\_\_

**Order to Comply**

Pursuant to Subsection 25(1), (2), (3) or (4) of *The Construction Codes Act, The Construction Codes Regulations, The National Building Code of Canada and the* \_\_\_\_\_ of Building Bylaw 245 / 22, you are hereby ordered to comply as follows:

- (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

**Failure to Comply**

Failure to comply with the order by the date provided may result in the RM of Moosomin commencing legal enforcement of the order as provided by *The Construction Codes Act*.

**Order Issued By**

This Order to Comply is issued on \_\_\_\_\_ by \_\_\_\_\_,  
Building Official. Questions regarding this order should be directed to me at \_\_\_\_\_.

\_\_\_\_\_  
Building Official Signature

## Right to Appeal

An owner of a building may appeal an order made pursuant to Section 31 of *The Construction Codes Act* (CCA) within 15 days after service of the order by submitting a request for hearing form to the Chief Building Official. For appeal information contact Building and Technical Standards Branch, Saskatchewan Ministry of Government of Relations. Email: [btstandards@gov.sk.ca](mailto:btstandards@gov.sk.ca) Phone: 306-787-4113

## Basic Requirements for an Order to Comply

- Before writing an Order to Comply (OTC) the Building Official (BO) should consider the method of service of the OTC as this may affect how the OTC is created. Registered Mail is the typical method of service.
- The OTC must identify the Local Authority (LA) where the order originated. This may include other pertinent information such as the civic address, postal code, and contact information of the LA.
- The OTC must be identified and captioned such as "Order" or "Order to Comply"
- The OTC must be sent to those identified in Section 25 of *The Construction Codes Act* as applicable. This may be: "the owner of the building or his agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated," (excerpt) Subsection 25(2).
- The subject property or project address must be provided including civic address, postal code and legal description derived from ISC (land titles) and/or the property tax roll.
- (1) Contravention:
  - The OTC should reference Subsection 24(1) of the CCA which provides the power of the BO and identify applicable legislation, codes and the building bylaw
  - The OTC should identify the type of structured being inspected
  - The OTC should identify the address of the inspection
  - The OTC should reference the date of inspection
  - The OTC should identify and describe the contravention(2) and provide reference to supporting legislation, codes or building bylaw
  - Contraventions must be described in sufficient detail so the recipient understands what is at issue
- (2) Order to Comply:
  - The OTC should reference Subsection 25 and the specific clause(s) by which the order is written
  - The OTC should provide a description of what is necessary to achieve compliance
  - Consider the options available for compliance and provide (either/or) remedies to satisfy the OTC
  - Provide a date of compliance as the BO deems necessary
- (3) Failure to Comply:
  - Provide information regarding the consequences for failure to comply by the assigned dated.
  - Failure to comply information may also include the specific enforcement measures the LA and BO will take
- (4) Order Issued By:
  - Provide information regarding the date of the OTC and the name of the BO responsible for inspection and who created the OTC.
  - Provide contact information for the BO responsible for the OTC and ensure the OTC is signed by the BO.
- (5) Right of Appeal:
  - Provide details to the recipient of the OTC regarding the right of appeal as referenced in Section 15 of the CCA.
  - Indicate the time line for appeal which is 15 days after service of the order
  - Ensure that the appellant is aware of who to contact for information regarding the appeal
  - Where compliance has been achieved or the OTC has been withdrawn, ensure that the recipient of the order is notified.