

TOWN OF BRUNO			
Policy # 02-2015	New build, refurb, upgrades, additions, alterations application policy and Provision of Service Agreement	Date: 20 June 2016	
Date of resolution and coming into force:		Resolution # 151/2016	
Revision #	1	Amendments	0

This, policy serves as extra information for building permits on existing residential lots and forms a Provision of Service Agreement

1. All new improvements, refurbishments, upgrades, additions, alterations to new and existing structures are subject to building permit and approval from the Town of Bruno and if required from a residential or commercial building inspector.
2. Architectural plans and/or drawings are required for all substantive improvements, for additions, and for any significant alterations or upgrades when submitting a Building Permit Application. These plans and the approved Town of Bruno building permit are forwarded to a residential or commercial building inspector for inspection and visit.
3. The Town of Bruno Building permit fees are fees are listed within the Building Bylaw also known as the Respecting Buildings Bylaw.
4. All new improvements, refurbishments, upgrades, additions, alterations, and other structures are subject to the requirements specified within Town of Bruno Building Bylaw known as Respecting Buildings Bylaw, the Zoning Bylaw and are to meet with the National Building and Fire Codes of Canada.
5. If required (depending upon the application requirement) the Building Inspectors fee and the Town of Bruno Permit fee is submitted for payment. The Building Inspector fee will be submitted to the Town for payment. This will occur after the first inspection visit. The Town will then forward the Inspectors fee with the Town of Bruno building permit fee to the applicant(s). Upon payment of the fees the Building Inspectors report will be sent to the applicant(s). Payment is due within 30 days from the date of invoice.
6. Should an applicant not pay within 30 days the debt owed is to be transferred to the property taxes as per section 405 of the *Municipalities Act 2006*. The Town of Bruno has authority to retrieve any debt owed by the means that are stipulated within this section of the Act.
7. Building permits are valid for 6 months. Please see the Respecting Buildings Bylaw also known as the Building Bylaw for further information regarding Building Permits.
8. The applicant(s) is expected to obtain and pay any other permit fees and or legal fees required that is not mentioned within this policy.
9. The Town is to be notified of any cancelation on all new improvements, refurbishments, upgrades, additions, alterations and other structures, to enable us to cancel a Building Inspector's first visit should an inspection be required. This will save on costs.

10. Any changes or extension on time required by the applicant after the approval of the building permit is, to be submitted to Council in writing which will be addressed at the next available Council meeting.
11. All new improvements, refurbishments, upgrades, additions, alterations, and other structures are or may be subject to a taxable assessment from the Saskatchewan Assessment Management Agency (SAMA). An SAMA assessment fee of \$20 may apply.
12. The submission and approval of a building permit or permits to Council will indicate that the applicant(s) is entering into a Provision of Service Agreement with the Town of Bruno.

The purpose of this policy is to provide clarity with regards to the submission of Building Permits to existing privately owned lots with improvements (an improvement is a fixed structure to land), the requirements for all new improvements, refurbishments, upgrades, additions, alterations and other structures, fees, taxable assessment, time frames and debts owing .

This policy is subject to changes and amendments when required.

I/we _____ have received a copy of the new build, refurbishment, upgrade, additions, alterations application policy and;

I/we fully understand and agree to the contents and the requirements contained within the policy/service agreement.

Print Name(s): 1. _____, 2. _____

Signature(s): 1. _____, 2. _____

Date: _____ Address: _____

Witness signature: _____ Print Name: _____

Address: _____