



Parkland County  
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## Quality Management Plan

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# Parkland County

## Quality Management Plan

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

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Administrator of Accreditation

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Date



# QUALITY MANAGEMENT PLAN

## TABLE OF CONTENTS

### Contents

1.	SCOPE OF ACCREDITATION	2
2.	QUALITY MANAGEMENT PLAN ADMINISTRATION	3
2.1.	Personnel	3
2.2.	Freedom of Information	5
2.3.	Council Levy	5
2.4.	Records	5
2.5.	Revisions	5
2.6.	Permits / Permissions Administration	6
2.7.	Annual Internal Review	6
2.8.	Declaration of Status	6
2.9.	Organizational Chart	7
2.10.	Municipality Agreement	8
2.11.	Municipality QMP Manager Information	8
2.12.	Notices	8
3.	OPERATIONAL REQUIREMENTS	10
3.1.	Scope of Services	10
3.2.	Interdisciplinary Technical Coordination	10
3.3.	Orders	11
3.4.	Emergency Situations	11
3.5.	Alternative Solutions / Variances	11
3.6.	Permit Administration	12
3.7.	Site Inspections / Inspection Reports	15
3.8.	No-Entry Policy	16
3.9.	Verification of Compliance (VOC)	16
3.10.	Investigation of an Unsafe Condition, Accident, or Fire	16
4.	TECHNICAL DISCIPLINE SERVICE DELIVERY STANDARDS	19
4.1.	Building	19
4.2.	Electrical	23
4.3.	Plumbing & Private Sewage Systems	24
4.4.	Gas	26

## **Schedule A**

### **Scope and Administration**

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## 1. SCOPE OF ACCREDITATION

Parkland County, 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:

<b>Building</b> All parts of the: <ul style="list-style-type: none"><li>• National Building Code – 2019 Alberta Edition, and</li><li>• National Energy Code of Canada for Buildings</li></ul>
<b>Electrical</b> All parts of the: <ul style="list-style-type: none"><li>• Canadian Electrical Code</li></ul>
<b>Plumbing</b> All parts of the: <ul style="list-style-type: none"><li>• National Plumbing Code of Canada, and</li><li>• Alberta Private Sewage Systems Standard of Practice</li></ul>
<b>Gas</b> All parts of the: <ul style="list-style-type: none"><li>• Natural Gas and Propane Installation Code,</li><li>• Propane Storage and Handling Code, and</li></ul> <b>Excluding:</b> <ul style="list-style-type: none"><li>• Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and</li><li>• Natural Gas for Vehicles Installation Code – Part 1 Compressed Natural Gas</li></ul>

## **2. QUALITY MANAGEMENT PLAN ADMINISTRATION**

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 for effectively managing 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 Safety Codes Officers (SCOs) 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 SCOs working for the Municipality will have the ability and opportunity for independently making 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 (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 the 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 designations of power.

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 SCOs and staff follow the QMP.

## **2.2. Freedom of Information**

The Municipality will ensure that 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, R.S.A. 2000, c. F-25, (FOIP 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 will remit the levy to the Council in the manner and form prescribed by the Council.

## **2.4. Records**

The Municipality will maintain a filing system for all records associated with administration of the Act and service 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 with Council policy or in accordance with 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 Standards require a resolution of support 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**

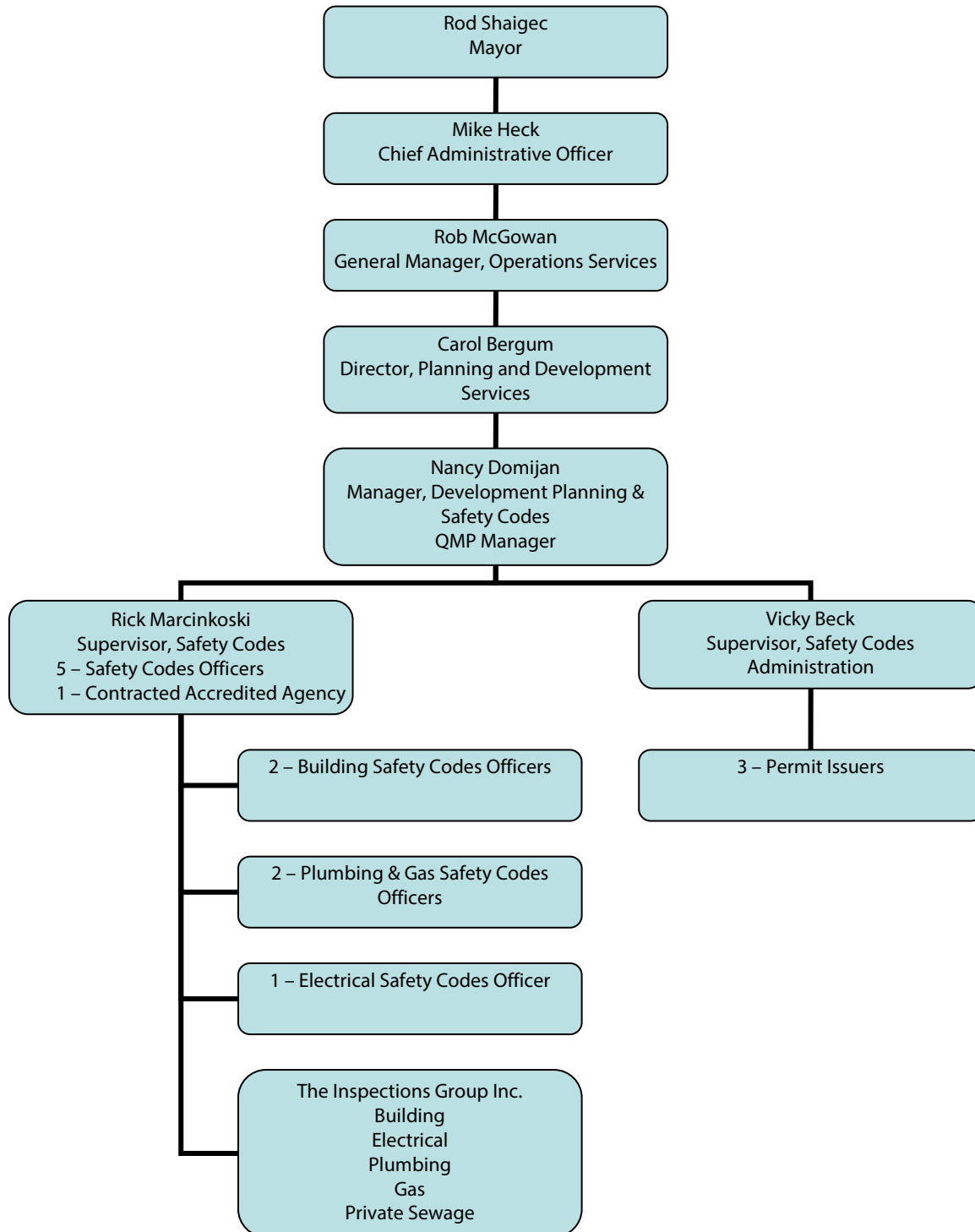
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the Municipality, staff, and QMP with respect to the administration of the Municipality's accreditation in a form acceptable to the Administrator of Accreditation of the Council. At the conclusion 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 Administrative Officer, or designate, and the 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

## 2.9. Organizational Chart



## 2.10. Municipality Agreement

In accordance with Council Resolution on **September 10, 2019**, Parkland County hereby provides agreement and signature to this QMP.

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

Signature, Chief Administrative Officer	Signature, Chief Elected Official
<b>Mike Heck, Chief Administrative Officer</b>	<b>Rod Shaigec, Mayor</b>
Name & Position Title	Name & Position Title
Date	Date
<a href="mailto:Mike.Heck@parklandcounty.com">Mike.Heck@parklandcounty.com</a>	<a href="mailto:Rod.Shaigec@parklandcounty.com">Rod.Shaigec@parklandcounty.com</a>
Email Address	Email Address
53109A HWY 779	53109A HWY 779
Parkland County, AB T7Z 1R1	Parkland County, AB T7Z 1R1
Name of Municipality	Municipality Address
780-968-8888	
Phone Number	Fax Number

## 2.11. Municipality QMP Manager Information

<b>Nancy Domijan, Manager, Development Planning &amp; Safety Codes</b>	<a href="mailto:Nancy.Domijan@parklandcounty.com">Nancy.Domijan@parklandcounty.com</a>
Name & Title of QMP Manager	Email Address
Parkland County	53109A HWY 779
Name of Municipality	Parkland County, AB T7Z 1R1
	Municipality Address
780-968-8888	
Phone Number	Fax Number

## 2.12. Notices

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

## **Schedule B**

### **Operational Requirements**

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### 3. OPERATIONAL REQUIREMENTS

#### 3.1. Scope of Services

The operational requirements establish 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**

An 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 directed 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.

An SCO will:

- prior to issuing an Order, 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,
- upon issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- provide a copy of the Order to the Council within thirty (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 an 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**

An 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 supporting documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

An 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 ten (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 collection, use and disclosure statement that meets the requirements of FOIPP that details:

- i. The purpose for which the information is collected,
- ii. The specific legal authority for the collection, and
- iii. The title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

### 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 date on which the permit expires,
- the name of the owner and 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,
- the issuer's name, signature, and designation number, and
- any other information that the 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 to be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- 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 required 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/or
- requiring SCO approval before any part of the building or system is occupied, covered or concealed.

### 3.6.4. Annual Permits

An annual permit may be issued in the electrical, gas or plumbing disciplines 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 alterations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (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 file including the reason for expiry.

### 3.6.6. Permit Timeframe Extension

An SCO and/or permit issuer may, upon 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 thirty (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

An 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 an SCO,
- determine if the work, thing or activity complies with the Act, regulations, codes, standards, permits, and conditions,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- be conducted within two (2) working days, and will not exceed five (5) working days, of the requested inspection date, unless otherwise noted in the discipline specific sections of this QMP,
- be conducted 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,
- date of the inspection,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the 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 a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger,
- 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.

An 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 an SCO is unable to gain entry to a site for a required inspection, the SCO will provide 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. The Municipality will not leave visible notification on site for safety and security of the owners.

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

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

### **3.9. Verification of Compliance (VOC)**

An SCO may, at their discretion, accept a VOC (reasonable assurance provided from a third party that work complies) 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, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address for which the VOC is being applied,
- 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, site visit by designate, etc.),
- date VOC is accepted by the SCO, and
- signature and designation number of the SCO.

### **3.10. Investigation of an Unsafe Condition, Accident, or Fire**

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

When investigating an unsafe condition, or accident, or fire, an SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of forty-eight (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 an SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

An 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**

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## 4. TECHNICAL DISCIPLINE SERVICE DELIVERY STANDARDS

### 4.1. Building

#### 4.1.1. Building Permits

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

- obtain two (2) complete sets of construction documents as outlined in the Alberta Building Code (ABC), and one electronic version,
- 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 e.g. 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, and
- obtain New Home Warranty verification, where applicable.

#### 4.1.2. Construction Document Review

The Municipality will, not more than fifteen (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 contractor, and Municipality's file, and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one (1) set of 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 obtain, in writing, a fire safety plan for the project site prior to construction, alteration or demolition operations.

#### 4.1.3. 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.

#### 4.1.4. Building Site Inspections

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

##### Site Inspection Stages, Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work more than \$50,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including HVAC completion (within 1 year of permit issuance)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>insulation and vapour barrier (prior to drywall)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including fire alarm and HVAC completion (within 2 years of permit issuance)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> <li>complete foundation (prior to backfill)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>HVAC rough-in</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>framing, structure (prior to insulation and vapour barrier)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>final, including HVAC completion (within 2 years of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work \$50,000 or less) <b>OR</b> Other types of permits not covered in this table	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> <li>final (within 2 years of permit issuance)</li> </ul>

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

Type of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$200,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>○ foundation</li> <li><b>OR</b></li> <li>○ framing, structure</li> <li><b>OR</b></li> <li>○ HVAC rough-in</li> <li><b>OR</b></li> <li>○ fire suppression systems</li> <li><b>OR</b></li> <li>○ fire alarm system</li> <li><b>OR</b></li> <li>○ HVAC completion</li> <li><b>OR</b></li> <li>○ interior partitioning</li> <li><b>AND</b></li> <li>○ final (within 2 years of permit issuance)</li> </ul> <p>NOTE: Any of the above site inspections may be combined when it is reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$200,000 or less) <b>OR</b> Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 2 years of permit issuance)</li> </ul>

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

Type of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final (within 2 years of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$200,000 or less) <b>OR</b> Other types of permit not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 1 year of permit issuance)</li> </ul>



## Site Inspection Stages, Other

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Labelled manufactured home siting and minor residential improvements including detached residential garages, decks, or basement renovations (value of work under \$50,000)	1	<ul style="list-style-type: none"> <li>○ final (within 1 year of permit issuance)</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>○ completed Verification of Compliance at the discretion of the SCO</li> </ul>
Part 10 buildings	1	<ul style="list-style-type: none"> <li>○ final (within 1 year of permit issuance)</li> </ul>
Solid or Liquid Fuelled Heating Appliances (under separate permit)	1	<ul style="list-style-type: none"> <li>○ final prior to covering (within 1 Year of permit issuance)</li> </ul>
Mechanical, Heating, or Ventilation Systems (under separate permit)	1	<ul style="list-style-type: none"> <li>○ final prior to covering (within 1 year of permit issuance)</li> </ul>
Demolition permits, single family dwellings and their accessory buildings (under separate permit)	Discretionary	<ul style="list-style-type: none"> <li>○ discretion of SCO responsible for permit issuance</li> </ul>
Demolition permits all other buildings (under separate permit)	1	<ul style="list-style-type: none"> <li>○ on-site inspection prior to demolition</li> </ul>
Non-flammable Medical Gas Piping Systems	Discretionary	<ul style="list-style-type: none"> <li>○ discretion of the SCO responsible for permit issuance</li> <li>○ SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance</li> </ul>

## 4.2. Electrical

### 4.2.1. Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2. Construction Document Review

An SCO and/or 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.

### 4.2.3. Electrical Site Inspections

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

#### Site Inspections, Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work more than \$10,000)	2	<ul style="list-style-type: none"><li>rough-in prior to cover-up</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>final (within 1 year of permit issuance)</li></ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"><li>final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work more than \$1,000)	1	<ul style="list-style-type: none"><li>rough-in prior to cover-up</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work more than \$1,000)	2	<ul style="list-style-type: none"><li>rough-in prior to cover-up</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$1,000 or less)	1	<ul style="list-style-type: none"><li>final (within 1 year of permit issuance)</li></ul>
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"><li>final (within 1 year of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li></ul>
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"><li>mid-year inspection</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>final (within 60 days of expiry of permit)</li></ul>

### 4.3. Plumbing & Private Sewage Systems

#### 4.3.1. Plumbing Permits

The Municipality will issue Plumbing and Private Sewage Systems permits.

#### 4.3.2. Construction Document Review

An SCO 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.

#### 4.3.3. Plumbing Site Inspections

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

##### Site Inspections, Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"><li>○ rough-in below grade prior to covering</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>○ rough-in above grade prior to covering</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"><li>○ rough-in below grade prior to covering</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>○ rough-in above grade prior to covering</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"><li>○ rough-in below grade prior to covering</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>○ rough-in above grade prior to covering (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"><li>○ rough-in below grade prior to covering</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>

#### 4.3.4. Permits for Private Sewage Systems

The Municipality will issue permits for Private Sewage System installations.

#### 4.3.5. Permit Issuance for Private Sewage Systems

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

- a site plan,
- expected volume of sewage per day,
- 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 requirements of the Private Sewage Disposal System regulations prior to permit issuance.

#### 4.3.6. Site Inspections, Private Sewage System

A Plumbing Group B SCO will:

- conduct a minimum of one (1) site inspection during installation, prior to covering, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection prior to covering within thirty (30) days of permit issuance.

#### 4.4. Gas

##### 4.4.1. Gas Permits

The Municipality will issue Gas Permits.

##### 4.4.2. Construction Document Review

An SCO 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.

##### 4.4.3. Gas Site Inspections

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

##### **Site Inspections, Gas Installations**

<b>Installation Type</b>	<b>Minimum # of Inspections</b>	<b>Gas Installation Stages (NOTE: inspect all work in place at time of inspection)</b>
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none"><li>○ rough-in</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"><li>○ rough-in</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"><li>○ final (within 1 year of permit issuance)</li></ul>