

The local authority is to administer and enforce:

- The Construction Codes Act
- The Building Regulations
- The Energy Regulations
- Orders issued by their appointed building official
- Decisions granted by the appeals board
- Ministerial interpretations

Administrators **CAN**:

- Provide building permit application forms
- Accept applications to be reviewed by the building official
- Issue building permits (after the building official review) and collect permit fees
- Revoke building permits
- Keep records
- Provide bylaw details
- Monitor construction activity
- Inform ratepayers their obligation to obtain a building permit
- Apply interests on title
- Enforce building official orders
- Notify Appointed Building Officials of unsafe conditions, projects without permits

Council Members **CAN**:

- Approve building bylaws that meet or exceed the provincial model bylaw
- Appoint building officials
- Report observed construction or renovation activity to administration

Administrators and Council members **CANNOT**:

- Approve a building permit without a Licensed Building Official's review and approval
- Provide advice on how construction of a project should be done
- Issue exemptions to building code requirements

Council members and administrators should be aware that failing to comply with the construction codes could result in penalties from the Province of up to \$5,000 each. In cases of continuous contravention, penalties can be as high as \$1,000 per day.