

### **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 of 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.**