

Town of Lacombe

Quality Management Plan

This Town of Lacombe - Quality Management Plan including
Schedule A – Scope and Administration, and
Schedule B – Service Delivery Standards,
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

Schedule A

Town of Lacombe

Quality Management Plan

Scope and Administration

Version: 1
Town of Lacombe
Date: February 28th, 2003

**TOWN OF LACOMBE- QUALITY MANAGEMENT PLAN
SCOPE AND ADMINISTRATION
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SCOPE OF ACCREDITATION

The Town of Lacombe will administer the Safety Codes Act (Safety Codes Act) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Building

- all parts of the Alberta Building Code

Electrical

- all parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and
- all parts of the Alberta Electrical and Communication Utility Code.

Plumbing

- all parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

Gas

- all parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

Fire

- all parts of the Alberta Fire Code excepting the following part 4 requirements for tank storage of flammable and combustible liquids:
 - equivalents (may approve alternative materials, systems, equipment and procedures)
 - intervals between inspections and tests (may establish longer intervals between inspections and tests)
 - approval (review of plans, drawings and specifications)
 - atmospheric storage tanks (may approve non-conforming storage tanks)
 - installation of underground storage tanks (assign site sensitivity classification)
 - receipt of leak or spill notification (receipt of notification other than emergency incidents)
 - rendering storage tanks temporarily out of service (receipt of notification when tanks are out of service or reactivated)
 - removal or abandonment of underground storage tanks (receipt of notification when an underground storage tank system has no further use)
 - disposal and reuse of storage tanks (receipt of notification when above ground storage tanks have been out of service or are to be placed back in service)

ADMINISTRATION OF THE TOWN OF LACOMBE- Q.M.P.

Adherence to the Town of Lacombe - Q.M.P.

The Town of Lacombe is responsible for the administration, effectiveness, and compliance with this Quality Management Plan that includes Schedule A - Scope and Administration and Schedule B - Service Delivery Standards.

The Town of Lacombe will provide services under Schedule B - Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), The Town of Lacombe will contract with the agency(s) to provide services in accordance with Schedule B - Service Delivery Standards. The Town of Lacombe is responsible for monitoring the contracted agency's compliance with Schedule B - Service Delivery Standards.

The Town of Lacombe recognizes that the Safety Codes Council or its representative may review/audit for compliance to this Q.M.P. and will give full cooperation to the Safety Codes Council or its representative in business related to the administration of the Safety Codes Act including the conduct of reviews/audits. The Town of Lacombe will implement the recommendations of the reviewer/auditor.

The Town of Lacombe will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (Safety Codes Officer's) working in The Town of Lacombe have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Town of Lacombe, in the event that it ceases to administer the Safety Codes Act for any new thing, process, or activity under the Safety Codes Act, retains responsibility for services provided under the Safety Codes Act while accredited, including the administration and completion of services for permits issued.

The Town of Lacombe recognizes that failure to follow this Q.M.P. may result in suspension or cancellation of The Town of Lacombe 's accreditation.

Policy for Personnel Training

The Town of Lacombe will ensure that Safety Codes Officer's of The Town of Lacombe attend updating seminars required by the Safety Codes Council to maintain current Safety Codes Officer certification.

Freedom of Information

The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created or collected under this The Town of Lacombe- Q.M.P.

Records Retention & Retrieval

The Town of Lacombe will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Town of Lacombe's record retention policy, whichever is greater. Such files will be available at the Town office. Files where an accredited agency was involved are the property of The Town of Lacombe and will be returned to the Town within a reasonable time after completion of the services, or upon request.

Declaration Of Status

The Town of Lacombe, its Safety Codes Officers, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by The Town of Lacombe, will not participate in any design, construction, or installation activities within The Town of Lacombe, for projects where they also provide compliance monitoring.

Revisions

Revisions to this Q.M.P. may only be made to the scope and will only be made by the Chief Administrative Officer responsible for this Q.M.P. A Resolution from the Municipal Council will be included with a revision. The Safety Codes Council must approve any change in this Q.M.P.

Revision Control System

The Town of Lacombe will ensure its Safety Codes Officer’s have ongoing access to a copy of this Q.M.P. and contracted accredited Agencies are provided with a copy of this Q.M.P.

The Town of Lacombe will maintain a registry of the Safety Codes Officer’s and Agencies they have provided with a copy of this Q.M.P. and amendments to this Q.M.P., and immediately distribute copies of amendments to all registered holders of this Q.M.P.

Notices

Any correspondence in regards to this The Town of Lacombe- Q.M.P. will be forwarded to:

Robert Jenkins
Name of Chief Administrative Officer

rjenkins@town.lacombe.ab.ca
E-mail address

5432 – 56th Ave., Lacombe, Alta. T4L 1E9
Town of Lacombe: Street Address

5432 – 56th Ave., Lacombe, Alta. T4L 1E9
Town of Lacombe: Mailing address

(403) 782 – 6666
Town of Lacombe: Phone number

(403) 782 – 5655
Town of Lacombe: Fax number

Town of Lacombe Agreement

In accordance with Council Resolution # _____ on _____ (*insert date*) the Town of Lacombe hereby provides agreement and signature to this Quality Management Plan.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name of Chief Administrative Officer

Name & title of Chief Elected Official

Schedule B

Town of Lacombe

Service Delivery Standards

Version: 1
Town of Lacombe
Date: February 28th, 2003

**TOWN OF LACOMBE- SERVICE DELIVERY STANDARDS
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SCOPE OF SERVICES

The Town of Lacombe- Service Delivery Standards document establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the Safety Codes Act including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of Safety Codes Council fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

SECTION 1: PERFORMANCE

The Town of Lacombe will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the Safety Codes Act and applicable Regulation(s), and
- perform the services with impartiality and integrity, and in a professional and ethical manner.

SECTION 2: PERSONNEL

The Town of Lacombe will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ only Safety Codes Officer's who are certified and designated at an appropriate level to provide compliance monitoring relative to services the Town of Lacombe provides, and
- maintain a registry of all Safety Codes Officer's they employ, and their level(s) of Certification, and Designation of Powers.

SECTION 3: QUALITY MANAGEMENT PLAN TRAINING

The Town of Lacombe will:

- train its Safety Codes Officer's and other involved staff in the requirements of this Q.M.P. and
- maintain the training records on the employee's file.

SECTION 4: RECORDS

The Town of Lacombe will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- verifications of compliance,
- variances,
- orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

SECTION 5: SAFETY CODES COUNCIL OPERATING FEES

The Town of Lacombe will collect the Safety Codes Council operating fee for each permit issued, and remit those fees to the Safety Codes Council in the manner and form prescribed by the Safety Codes Council.

SECTION 6: ORDERS

The Town of Lacombe will employ appropriately certified Safety Codes Officers who may issue orders in accordance with Part 5 of the Safety Codes Act.

SECTION 7: VARIANCES

The Town of Lacombe will employ appropriately certified Safety Codes Officers who may issue variances in accordance with Section 34 of the Safety Codes Act and Safety Codes Council policy.

SECTION 8: COMPLIANCE MONITORING

General

The Town of Lacombe will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable), using appropriately certified and designated Safety Codes Officer's to provide compliance monitoring in accordance with the Safety Codes Act and associated codes and standards.

Permits

The Town of Lacombe will collect all information required by the Safety Codes Council, to be collected as part of each permit application.

The Town of Lacombe will issue permits that include:

- name of the Municipality,

- permit number,
- permit discipline type,
- date of issue,
- applicant's name, address, and phone number,
- contractor's name, address, and phone number,
- owner's name, address, and phone number,
- project location by legal description, civic address, and Municipality,
- description of the work,
- permit conditions,
- issuer's name, signature, and designation number, and
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

“The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32 (c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact: The Town of Lacombe at 5432 – 56th Ave., Lacombe, Alberta T4L 1E9 or by phone number at (403) 782-6666”.

Site Inspections

A Safety Codes Officer will inspect:

- to determine if work complies with the Safety Codes Act and relevant codes and standards,
- within the time frames noted in the discipline specific sections of this Q.M.P.,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection),
- at the stage(s) indicated in the discipline specific sections of this Q.M.P., and
- all work in place at the time of the inspection.

The Town of Lacombe may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

A Safety Codes Officer will, for each inspection required by this Q.M.P., complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- The Town of Lacombe's name,
- date,
- Owner name, address, and phone number,
- Contractor name, address, and phone number,
- legal description, address (if applicable), in the Town of Lacombe,

- stage(s) of work being inspected,

- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the Safety Codes Act or an associated code or regulation and in the opinion of the Safety Codes Officer is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a Safety Codes Officer, 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 Safety Codes Officer to remove or reduce the danger, and
- name, signature, and designation number of the Safety Codes Officer conducting the inspection.

The Town of Lacombe will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and The Town of Lacombe's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s), or at the discretion of the Safety Codes Officer, a verification of compliance may be accepted as follow-up.

Verification of Compliance

A Safety Codes Officer may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this Q.M.P. (eg. labelled mobile home siting, minor residential improvements).

A Safety Codes Officer, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the Safety Codes Officer, and
- signature and designation number of the Safety Codes Officer.

No-Entry Policy

When a Safety Codes Officer is unable to gain entry to a site for a required inspection, the Safety Codes Officer will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Town of Lacombe be contacted to arrange for the site inspection.

If the Town of Lacombe does not receive a response within 30 days of notification, the Town will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Town of

Lacombe be contacted within 30 days to arrange for a site inspection.

If the Town of Lacombe is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

Permit Services Report

The Town of Lacombe will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this Q.M.P. (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this Q.M.P. 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 Permit Services Report was issued).

The Town of Lacombe will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Town of Lacombe will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days
- may reactivate the file at any time.

APPENDIX A: BUILDING DISCIPLINE

Building Permits

The Town of Lacombe will, **prior** to permit issuance:

- obtain a minimum of two complete sets of construction documents as outlined in Part 2 of the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the Alberta Building Code,
- 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, and
- obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s), when required by the Alberta Building Code.

Construction Document Review

The Town of Lacombe will, **within 15 days** of permit issuance:

- complete a review of the construction documents in accordance with the requirements of the Alberta Building Code,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and The Town of Lacombe's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Town of Lacombe's file.

Compliance Monitoring on Projects requiring Professional Involvement

The Town of Lacombe will collect and maintain on file, a letter(s) of compliance from the professional Architect or Engineer when a part or parts of the building require a professional Architect or Engineer.

The Town of Lacombe will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional Architect and/or Engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A Safety Codes Officer will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for 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 OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion (within 180 days of permit issuance) or (within 365 days of permit issuance if the homeowner is the contractor)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR <ul style="list-style-type: none"> o HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR 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"> o final (within 180 days of permit issuance)

Site Inspection Stages for 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 OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning AND ○ *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 365 days of permit issuance)

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 OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the Safety Codes Officer, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the Safety Codes Officer responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection for Asbestos permits will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the Safety Codes Officer consist of a completed Verification of Compliance. The Safety Codes Officer will follow up all Alberta Building Code deficiencies identified, to ensure compliance.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the Safety Codes Officer responsible for permit issuance. The Safety Codes Officer will follow up all Alberta Building Code deficiencies identified by the testing Agency, to ensure compliance.

APPENDIX B: ELECTRICAL DISCIPLINE

Electrical Permits

The Town of Lacombe will issue Electrical Permits.

Construction Document Review

A Safety Codes Officer 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.

Electrical Site-Inspections

A Safety Codes Officer will conduct site inspections at the stages indicated in the following table:

Site Inspections for 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 over \$4000)	2	<ul style="list-style-type: none"> ○ rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) OR ○ final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations /additions conducted on one site)	2	<ul style="list-style-type: none"> ○ mid-term inspection, and ○ final inspection (within 60 days of expiry of permit)

APPENDIX C: PLUMBING DISCIPLINE

Plumbing Permits

The Town of Lacombe will issue Plumbing permits.

Construction Document Review

A Safety Codes Officer 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.

Plumbing Site-Inspections

A Safety Codes Officer will conduct site inspections at the stages indicated in the following table:

Site Inspections for 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"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade (prior to covering) AND ○ final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final completion (within 90 days of permit issuance)

Permits for Private Sewage Disposal Systems

The Town of Lacombe will issue permits for PSDS installations.

Permit Issuance for Private Sewage Disposal Systems

The Town of Lacombe will, **prior** to permit issuance:

- Require the permit applicant to provide all relevant installation details including:
 - a site plan,
 - the expected volume of sewage per day,
 - the criteria used to determine the expected volume of sewage per day,
 - description and details of all sewage system treatment and effluent disposal component(s),
 - 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.

and

- require a Plumbing Level 2 Safety Codes Officer to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

Private Sewage Disposal System Site Inspections

A Plumbing Level 2 Safety Codes Officer will:

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

APPENDIX D: GAS DISCIPLINE

Gas Permits

The Town of Lacombe will issue Gas Permits.

Construction Document Review

A Safety Codes Officer 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.

Gas Site-Inspections

A Safety Codes Officer will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none">○ rough-in AND <ul style="list-style-type: none">○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none">○ rough-in OR <ul style="list-style-type: none">○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none">○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none">○ final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none">○ final inspection (within 90 days of permit issuance)

APPENDIX E: FIRE DISCIPLINE

Compliance monitoring in the fire discipline will consist of:

- administration of the Safety Codes Act and the Alberta Fire Code, and
- investigation and reporting of fires.

Compliance monitoring may, at the discretion of The Town of Lacombe, also consist of reasonable inspections of buildings, structures and places to check for compliance with the Alberta Fire Code. Inspections will be administered in accordance with the Inspection Program and Frequency Schedule (attached) and will include the preparation and distribution of site inspection reports. At the discretion of the Fire Safety Codes Officer, verification of compliance may be acceptable as proof of correction to a noted deficiency.

Summary records will be maintained which contain the following minimum information:

Maintenance Inspections	New Work Inspections	Investigations
file number, site address, name of Safety Codes Officer doing the work, comments, date of inspection, assurance of compliance with corrective items, and date of site completion/sign off.	file number, site address, site description, date of plans examination, name of Safety Codes Officer doing the work, date of permit issuance, comments, value of construction, date of inspection, assurance of compliance with corrective items, and date of site completion/sign off.	file number, location of fire, date of fire, date of investigation, building / property use, cause of fire, origin of fire, value of loss, name of Safety Codes Officer conducting the investigation, comments, and date of completion/sign off.

Investigations will be conducted to determine the cause and origin of fires where a death, injury, or property loss occurs, the results of which will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire Safety Codes Officer may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner. It is also recognized by The Town of Lacombe that investigations of fires or explosions that result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the Provincial Fire Commissioner.

APPENDIX F: Permit Services Report (sample)

TOWN OF LACOMBE

PERMIT SERVICES REPORT

_____ (date of issue)

Issued to: _____
(Owner name)

Re: Permit number: _____

Type of Permit: Building Electrical Gas Plumbing PSDS

Location: Town of Lacombe:

Legal: Part of _____ Section _____ Township _____ Range _____ West of _____ Meridian or

Sub-division Name: _____ Lot _____ Block _____ Plan _____

Street Address: _____

Status:

Compliance monitoring services have been provided as required by the Safety Codes Act, all codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

work complies with the intent of the Safety Codes Act and applicable regulations.

work may not comply as
 the Safety Codes Officer was unable to gain entry for the required site inspection(s)
 the permit expired
 the permit was cancelled

deficiencies must be corrected for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached list or inspection report). Please contact The Town of Lacombe within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

Signature: Town of Lacombe Representative

cc: permit file

Note: This report remains on file as record of compliance or non-compliance with the provisions of the Safety Codes Act, regulations, Codes, and standards. Pursuant to the Safety Codes Act, the "Owner" is responsible for meeting the requirements of the Act.