

Period, Renewal and Expiry of Licences

Licences are valid for five years from the date of issuance, providing that an annual fee is paid. Unless a licence is renewed according to the regulations at the end of its five year term, the former licensee must make full application for a new licence and write new examinations.

Licensees must apply for renewal of licences and must provide evidence of qualification for renewal by providing peer and client references for services performed during the period of the licence, or by having done one of the following during the period of the current licence:

- completed related training courses,
- attended acceptable information sessions,
- participated in a code development committee, or
- participated in other related activities acceptable to the chief building official.

A Temporary licence expires on the date stipulated on the licence, typically 90 days after issuance. A Temporary licence may be renewed in special circumstances, at the discretion of the chief building official.

A Restricted licence issued on the recommendation of a local authority expires and becomes non-renewable on January 1, 2002.

Licence Fees

Annual fees for any class or type of Building Official's licence are \$25 per year. Licensees may opt to prepay 5 years of annual fees when their licence is issued or renewed, at a reduced cost of \$75. These fees are in addition to any examination fees.

Annual fees are due on December 31 for the upcoming year. If the annual fee is not paid, a licence ceases to be valid on January 1. To remind licensees to pay their fees and avoid having to re-qualify for a licence, Building Standards mails an invoice approximately 30 days before an annual fee is due.

Cancellation or Suspension of Licences

A licence may be cancelled or suspended for cause by the chief building official. A licensee must be given thirty days notice and have the opportunity to be heard by the chief building official regarding the basis of the intention, before a licence is cancelled or suspended.

For more information contact:

Building Standards
Saskatchewan Municipal Government
310 - 1855 Victoria Avenue
REGINA SK S4P 3V7
Telephone (306) 787-4113
Fax (306) 787-9273

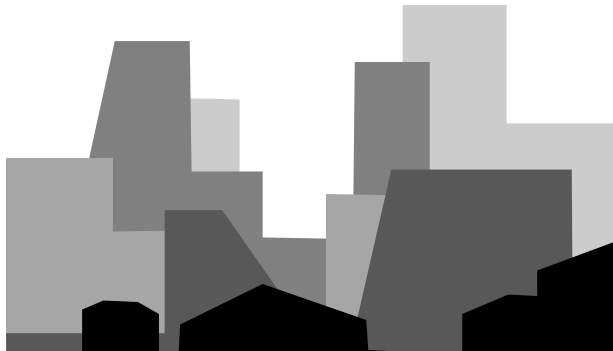
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Saskatchewan
Municipal
Government

Building
Standards

Building Official Licences



***“Promoting
construction of
safe buildings
through leadership
and guidance”***

Building Official Licences

As codes and standards have developed over the years, the level of technical knowledge required by building officials has steadily increased. To help municipalities appoint qualified people as their building officials, the province agreed to develop a licensing program for building officials. Since *The Uniform Building and Accessibility Standards Amendment Act, 1993* was enacted on September 6, 1996, local authorities may appoint only licensed building officials.

Section 5.1 of *The Uniform Building and Accessibility Standards Act* provides that:

The chief building official may issue a building official's licence to a person who demonstrates in the prescribed manner that the person is qualified to perform the duties of a building official, and pays the prescribed fee. A licence may be issued for a limited period and may impose terms, conditions and restrictions on the duties that may be performed by the licensee.

Classes of Licences

Three primary classes of licences authorize holders to provide plan review, inspection and enforcement services on certain buildings: Class 1 – one and two unit dwellings, Class 2 – any buildings under the scope of Part 9 of the National Building Code, Class 3 – any buildings under the scope of the National Building Code. Two secondary classes of licence, Temporary and Restricted, entitle the holder to take any actions stipulated in the licence by the chief building official.

Applications for Licences

A person who wishes to obtain a licence must apply in writing on a form available from Building Standards, provide evidence of qualification, pass the appropriate examination, and pay the appropriate fee.

The qualifications that a person needs to be accepted as a candidate for a licence include 2 years full-time work (or equivalent) in a related occupation, plus one of the following:

- holds a diploma of technology in architecture, engineering or related program,
- holds a Journeyman Certificate of Qualification in a designated trade that is related to building construction,
- is an engineer or eligible for registration as an engineer,
- is an architect or is eligible for registration as an architect,
- has a minimum of 5 years experience as an appointed building inspector prior to the beginning of the licensing program, or
- has completed the Building Code Training for Canadians – Series I course.

Advisory committees may help Building Standards staff evaluate the applicants' education, training and experience background, and may advise on other matters related to administration of the regulations. Advisory committee members represent the department, building officials, municipalities, and the construction industry.

Licence Examinations

Examinations are administered for the department by the Southeast Regional College. The College accepts examination applications, schedules and supervises examinations, and marks the examinations. Examination fees and re-marking fees are payable to the College.

The three primary licences are progressive. Class 1 must be obtained before Class 2, and Class 2 before Class 3. Examinations for the Class 1 licence consist of questions relating to the Act, regulations pursuant to the Act and provisions of the Code respecting residential buildings that contain one or two dwelling units. Examinations for Classes 2 and 3 focus on the additional knowledge needed to expand the licensee's authority. A reference syllabus for examinations is available from Building Standards or from the Southeast Regional College.

Building Code Training for Canadians is a "Partnership Program" of the Saskatchewan Building Officials Association and the Southeast Regional College. Information about the program may be obtained by contacting:

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P.O. Box 2003
WEYBURN SK S4H 2Z9
Phone: (306) 848-2505
Fax: (306) 848-2517***