2026

Bylaw No. 733-26

OCCUPANCY BYLAW

White City

Adopted by Town of White City Council on August 17, 2026.

Introduced and read a first time on August 17, 2026.

Read a second time on August 17, 2026.

Read a third time on August 17, 2026.

BYLAW NO. 733-26

A BYLAW OF THE TOWN OF WHITE CITY IN THE PROVINCE OF SASKATCHEWAN TO ENTER INTO AGREEMENTS FOR REFUNDABLE PORTION OF BUILDING PERMITS

Under the authority granted by subsection 8(1) of *The Municipalities Act*, SS 2005, c M-36.1, the Town of White City in the Province of Saskatchewan, by and with the advice and consent of the Town of White City Council, enacts as follows:

1 The Town of White City is hereby authorized to enter into agreements with the Builder/Contractor for refundable portions of building permits, attached hereto and forming part of this bylaw, identified as Schedule "A" and Schedule "B", effective August 17, 2026.

2 The Town reserves the right to deduct costs from the *Refundable Occupancy Deposit* for the following:

(1) the cost of repairing any damage to municipal infrastructure resulting from construction activities related to the development. Municipal infrastructure may include, but is not limited to:

(a) sidewalks, curbs, boulevards, streets, pathways, trees, landscaping, utility infrastructure, and other municipal property.

(2) any required additional inspections, including but not limited to plans review, foundation, framing, occupancy, and final inspections.

3 Any inspection, repair, replacement, or restoration costs incurred by the Town shall be deducted from the deposit prior to refund.

4 Schedules "A" and "B" may be updated from time to time for formatting, style, or other administrative purposes, provided such updates do not change the intent or substantive requirements of this Bylaw.

5 That Bylaw No. 601-16 be repealed.

6 This Bylaw shall come into force on the day of adoption by the Town of White City Council

TOWN OF WHITE CITY Seal SASKATCHEWAN

SEAL

Mayor

Town Manager

SCHEDULE A

REFUNDABLE OCCUPANCY DEPOSIT AGREEMENT

This Agreement dated this ___ day of _____, 20__.

BETWEEN:

TOWN OF WHITE CITY
(hereinafter referred to as the "Municipality")

AND

_____
Builder/Contractor
(hereinafter referred to as the "Builder")

WHEREAS the Municipality and the Builder agree that a *Refundable Occupancy Deposit* is to be collected by the Municipality at the time of issuance of the building permit;

AND WHEREAS the *Refundable Occupancy Deposit* is refundable to the Builder only within a period of two (2) years from the date of issuance of the building permit and following an application by the Builder;

AND WHEREAS this refundable period of two (2) years may be extended following an application for extension of the building permit;

NOW THEREFORE, the following must be submitted to the Municipality in order to qualify for a full refund of the *Refundable Occupancy Deposit*:

1. Receipt of Pre-occupancy Inspection.
2. Occupancy Application – Schedule "B" – submitted three (3) weeks prior to occupancy.
3. Receipt of Real Property Report/Surveyor Certificate submitted following the Foundation Inspection.
   Failure to submit the certificate shall authorize the Municipality to retain funds from the deposit and arrange for the required survey, with all associated costs deducted from the Occupancy Deposit.
4. Receipt of a Finished Lot Grade Elevation Certificate at the time of occupancy.
   Failure to submit the certificate shall authorize the Municipality to retain funds from the deposit and arrange for the required survey, with all associated costs deducted from the Occupancy Deposit.
5. Installation of the water meter by the Municipality.
6. Completion of a Water and Sewer Trench Inspection conducted by the Municipality.
7. Receipt of a valid plumbing permit during home construction.
8. Receipt of an approved Final Inspection Report as issued by certified Building Official.

The Municipality reserves the right to deduct from the deposit the cost of any required additional inspections, including but not limited to plan reviews, foundation, framing, insulation and vapour barrier, occupancy, and final inspections.

The Municipality further reserves the right to deduct from the Occupancy Deposit the cost of repairing any damage to municipal infrastructure resulting from construction activities related to the development. Municipal infrastructure may include, but is not limited to, sidewalks, curbs, boulevards, streets, pathways, trees, landscaping, utility infrastructure, and other municipal property.

(S E A L)

_____ _____

BUILDER/CONTRACTOR DATE

(S E A L)

_____ _____

DEVELOPMENT OFFICER DATE

SCHEDULE B

OCCUPANCY PERMIT APPLICATION

Box 220 Station Main
White City, SK S4L 5B1
Ph: 306-781-2355
Email: townoffice@whitecity.ca
Website: www.whitecity.ca

NOTE: THIS APPLICATION MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO OCCUPANCY

1. APPLICANT/CONTRACTOR

Name: _____

Address: _____ Postal Code: _____

Telephone: _____ E-Mail: _____

2. OWNER/OCCUPANT (Same as Applicant ☐)

Name: _____

Address: _____ Postal Code: _____

Telephone: _____ E-Mail: _____

3. PROPERTY – LEGAL DESCRIPTION

Lot: _____ Block: _____ Plan: _____

Civic Address: _____

4. PROPOSED OCCUPANCY

Proposed Occupancy Date: _____

Building Permit Number: _____

5. DECLARATION OF APPLICANT

I, _____ of _____ in the province of Saskatchewan, solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

I acknowledge that before an Occupancy Permit will be issued, I must prior to the occupancy date, receive a pre-occupancy inspection from Professional Building Inspections approving the owner for occupancy. The inspection report certifies that the building or applicable portion, for which an Occupancy Permit Application is being applied for, substantially conforms, in all material respects to the approved plans and the requirements of the Town of White City which much be substantially complied with, before occupancy will be authorized for that date.

_____ _____

Applicant's Signature Date

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6. OFFICE USE ONLY

Occupancy is hereby granted to _____ at the civic address or location _____. The permit must be fully completed and closed, with all conditions of the Refundable Occcuapncy Deposit Agreement adhered to in order to receive a deposit refund.

_____ _____ SEAL

Authorized Municipal Official Date