

## BYLAW NUMBER 2016-06

### A BYLAW RESPECTING BUILDINGS

The Town of Central Butte in the Province of Saskatchewan enacts as follows:

#### SHORT TITLE

This bylaw may be cited as the Building Bylaw.

#### INTERPRETATION/LEGISLATION

1. (1) Act" means *The Uniform Building and Accessibility Standards Act* being Chapter U-1.2 of the Statutes of Saskatchewan, 1983-84 and amendments.
- (2) Administrative Requirements" means *The Administrative Requirements for Use with The National Building Code*.
- (3) Authorized representative" means a building official appointed by the local authority pursuant to subsection 5(4) of the Act or the municipal official.
- (4) Local authority" means the Town of Central Butte
- (5) Regulations" means regulations made pursuant to the Act.
- (6) Definitions contained in the Act and Regulations shall apply in this bylaw.

#### SCOPE OF THE BYLAW

2. (1) This bylaw applies to matters governed by the Act and the Regulations, including the *National Building Code of Canada*, and the Administrative Requirements.
- (2) Notwithstanding subsection (1), references and requirements in the Administrative Requirements respecting matters regulated by the Act and Regulations shall not apply.
- (3) Notwithstanding subsection (1), references and requirements in the Administrative Requirements respecting "occupancy permits" shall not apply except as and when required by the local authority or its authorized representative.

#### GENERAL

3. (1) A permit is required whenever work is to be undertaken to erect, move, place, construct, alter, reconstruct, repair, renovate, demolish, remove or occupy a building, as

well as for accessory buildings and decks as well as any work regulated by the Act and Regulations.

(2) No owner or owner's agent shall work or authorize work or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done.

(3) The granting of any permit that is authorized by this bylaw shall not:

(a) entitle the grantee, his successor or assigns, or anyone on his behalf to erect any building that fails to comply with the requirements of any building restriction agreement, bylaw, act and/or regulation affecting the site described in the permit, or

(b) make either the local authority or its authorized representative liable for damages or otherwise by reason of the fact that a building, the construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use or occupancy of which has been authorized by permit, does not comply with the requirements of any building restriction agreement, bylaw, act and/or regulation affecting the site described in the permit.

(4) The requirements of this Bylaw to not apply to buildings not greater than 10 square meters in building area provided they do not create a hazard.

## **BUILDING PERMITS**

4. (1) Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall be in a form approved by the local authority, and shall be accompanied by two sets of the plans and specifications of the proposed building, except that when authorized by the local authority or its authorized representative plans and/or specifications need not be submitted.

(2) If the work described in an application for a building permit, to the best of the knowledge of the local authority or its authorized representative, complies with the requirements of this bylaw, the local authority, upon receipt of the prescribed fee, shall issue a permit in a form approved by the local authority and return one set of submitted plans to the applicant.

(3) The local authority may, at its discretion, have plan review, inspection and other services for the purpose of enforcement of the Act and Regulations provided by building officials designated by the minister to assist the local authority pursuant to subsection 4(4) of the act.

(4) The local authority may, at its discretion, have plan review, inspection and other services provided by a person, firm or corporation employed under contract to the local authority.

- (5) The permit fee for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be based on the following:
- (a) an administrative fee of \$50.00 for the processing, handling and issuance of a building permit; plus
  - (b) service fees for plan review, field inspection of construction and enforcement services in accordance with the agreement between the Town of Central Butte and the provider of building official services.
  - (c) all fees will be subject to GST as applicable.
  - (d) all fees will be collected prior to the issuance of the building permit.
- (6) The local authority may estimate the value of construction for the work described in an application for building permit, for the purpose of evaluating a permit fee, based on established construction costs, owner's statement of costs or constructor's contract values, or similar methods selected by the local authority.
- (7) Approval in writing from the local authority or its authorized representative is required for any deviation, omission or revision to work for which a permit has been issued under this section .
- (8) All permits issued under this section expire:
- (a) 12 months from the date of issue, or
  - (b) six months from date of issue if work is not commenced within that period, or (c) if work is suspended for a period of six months, or
  - (c) if work is suspended for a period of longer than six months by prior written agreement of the local authority or its authorized representative.
  - (d) a permit deemed to have expired may be renewed at the discretion of council and will be subject to respective permit fees
- (9) The local authority may, at its discretion, rebate a portion of a permit fee where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

### **DEMOLITION OR REMOVAL PERMITS**

5. (1) (a) The fee for a permit to demolish or remove a building shall be \$50.00
- (b) (i) In addition, the applicant shall deposit with the local authority the following sum to cover the cost of restoring the site after the building has been demolished or removed to such condition that it is, in the opinion

of the local authority or its authorized representative, not dangerous to public safety.

*Demolition or Removal Deposit - \$2000.00*

(ii) If the applicant who demolishes or removes the building restores the site to a condition satisfactory to the local authority or its authorized representative, the sum deposited, or portion thereof, shall be refunded.

(2) Every application for a permit to demolish or remove a building shall be in a form approved by the local authority.

(3) Where a building is to be demolished and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the demolition in a form approved by the local authority.

(4) Where a building is to be removed from the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in a form approved by the local authority.

(5) (a) Where a building is to be removed from its site and set upon another site in the local authority, and the local authority or its authorized representative is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated, and the building when placed on its new site and completed, to the best of the knowledge of the local authority or its authorized representative, will conform with the requirements of this bylaw, the local authority, upon receipt of the fee and deposit prescribed, shall issue a permit for the removal in a form approved by the local authority.

(b) In addition, the local authority, upon receipt of the fee prescribed in Section 4(5), shall issue a permit for the placement of the building in a form approved by the local authority.

(6) All permits issued under this section expire six months from the date of issue except that a permit may be renewed for six months upon written application to the local authority.

**ENFORCEMENT OF BYLAW**

6. (1) If any building or part thereof or addition thereto is constructed, erected, placed, altered, repaired, renovated or reconstructed in contravention of any provision of this

bylaw, the local authority or its authorized representative may take any measures as permitted by Part V of the Act for the purpose of ensuring compliance with this bylaw including, but not limited to:

- (a) entering a building,
  - (b) ordering production of documents, tests, certificates, etc. relating to a building, (c) taking material samples,
  - (c) issuing notices to owners that order actions within a prescribed time, (e) eliminating unsafe conditions,
  - (d) completing actions, upon an owner's non-compliance with an order, and adding the expenses incurred to the tax payable on the property, and
  - (e) obtaining restraining orders.
- (2) If any building, or part thereof, is in an unsafe condition due to its faulty construction, dilapidated state, abandonment, open or unguarded condition or any other reason, the local authority or its authorized representative may take any measures allowed by subsection (1).
- (3) The owner of a building for which a permit has been issued or for which actions are being taken in compliance with an order shall give notice in writing to the local authority as required in Section 17.2 of the Act including, but not limited to:
- (a) on start, progress and completion of construction,
  - (b) of change in ownership prior to completion of construction, and (c) of intended partial occupancy prior to completion of construction.
- (4) An authorized representative may issue an order to correct any part of a building in contravention of this bylaw pursuant to Part V of the Act.
- (5) If compliance with the Order is not achieved within the period specified in the Order, the local authority or authorized representative may have corrections made as prescribed by Section 21 of the Act."
- (6)"A building official may enter a building at any reasonable hour as provided by Section 16 of the UBAS Act."

## **SUPPLEMENTAL BUILDING STANDARDS**

N/A

**SPECIAL CONDITIONS**

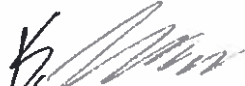
- 7. (1) Notwithstanding the requirements of the Regulations, an architect or professional engineer registered in the province of Saskatchewan shall be engaged by the owner for assessment of design and inspection of construction or certification of a building or part of a building where required by the local authority or its authorized representative.
- (2) An up-to-date plan or survey of the site described in a permit or permit application prepared by a registered land surveyor shall be submitted by the owner where required by the local authority or its authorized representative.
- (3) It shall be the responsibility of the owner to ensure that change in property lines and/or change in ground elevations will not bring the building or an adjacent building into contravention of this bylaw.
- (4) It shall be the responsibility of the owner to arrange for all permits, inspections and certificates required by other applicable bylaws, acts and regulations.

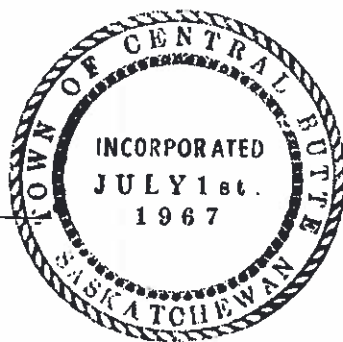
**PENALTY**

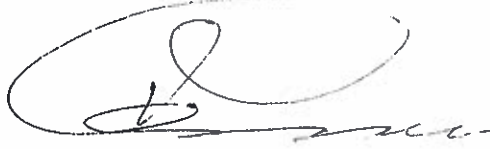
- 8. (1) Any person who contravenes any of the provisions of this bylaw shall be liable to the penalties provided in Section 22 of the Act.
- (2) Conviction of a person or corporation for breach of any provision of this bylaw shall not relieve him from compliance therewith.
- 9. Bylaw Number 2016-05 is hereby repealed.
- 10. This bylaw shall come into force upon approval from the Ministry of Government Relations.

Read a third time and adopted this 16th day of August, 2016.

Certified a true copy of Bylaw No. 2016-06 adopted by the Council of the Town of Central Butte on the 16<sup>th</sup> day of August, 2016.


  
\_\_\_\_\_  
Kyle Van Den Bosch  
CAO



  
\_\_\_\_\_

A. Klassen  
Mayor

**APPROVED**  
In accordance with Clause 23.1(3)(a) of  
The Uniform Building and Accessibility Standards Act

  
\_\_\_\_\_  
Executive Director  
Building Standards and Licensing  
Ministry of Government Relations  
AUG 15 / 2016

**TOWN OF CENTRAL BUTTE**  
**APPLICATION FOR DEVELOPMENT/BUILDING PERMIT**

<b>For Municipal Use</b>	
Date Received:	Permit Number:

<b>Applicant</b>
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Last Name	First Name	Corporation or Partnership
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Street/Civic Address	Mailing Address	Municipality/Town	Postal Code
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Telephone	Cell	E-mail
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<b>Owner (if different from applicant)</b>
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Last Name	First Name	Corporation or Partnership
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Street Address and Mailing Address	Municipality/Town	Postal Code
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Telephone	Cell	E-mail
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<b>Builder/Contractor</b>
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Last Name	First Name	Corporation or Partnership
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Street Address and Mailing Address	Municipality/Town	Postal Code
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Telephone	Cell	E-mail
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<b>Project Information</b>
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Legal Land Description	Expected Start Date	Expected Completion Date
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Existing Land Use	Proposed Land Use
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<b>Reason for Application</b>
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- New Construction     Alteration/Repair     Addition to Existing Building     Demolition     Conditional Permit

- Residential     Commercial     Agricultural



APPLICATION INFORMATION	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Ventilation Design Sheets			
Shop Drawings			
Professional Design (sealed drawings)			
Deck or Garage Detail Sheet			

**Note: Insufficient detail on construction drawings or inadequate drawings may delay issuance of building permit.**

**Building Information**

Size of Building: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_  
 Building Area: Square Metres: \_\_\_\_\_ or Square Feet: \_\_\_\_\_  
 Proposed Use of Building: \_\_\_\_\_

Commercial: (Attach plans and specifications of the proposed building)

Number of Storeys: \_\_\_\_\_ Number of Fire Escapes: \_\_\_\_\_  
 Number of Stairways: \_\_\_\_\_ Width of Stairways: \_\_\_\_\_  
 Number of Exits: \_\_\_\_\_ Width of Exits: \_\_\_\_\_

\$ \_\_\_\_\_  
 Value of Construction *Value of construction means the total cost of the building to the owner in its completed form and includes the cost of all building work, materials of construction, building systems, labour, overhead and profit of the contractor and subcontractors. The cost of labour and used material is deemed to be the current market cost of new materials and labour.*

**Legislation**

**Municipal Bylaw:**  
*"No owner or owner's agent shall work or authorize work or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done." A valid permit must be signed by the development officer and building official.*

**Provincial Law (The Uniform Building and Accessibility Standards Act):**  
*"The owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the building standards."*



**Declaration of Applicant**

I, \_\_\_\_\_ certify that:  
 (print name)

1. The information contained in this application, attached drawings, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
3. I hereby agree to comply with the Zoning, Planning Statement and Building Bylaws of the municipality and acknowledge that it is my responsibility to ensure compliance with the bylaws and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out the Council or its authorized representative.
4. I acknowledge that all permits issued expire 6 months from the date of issue if the work is not commenced within that period.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant

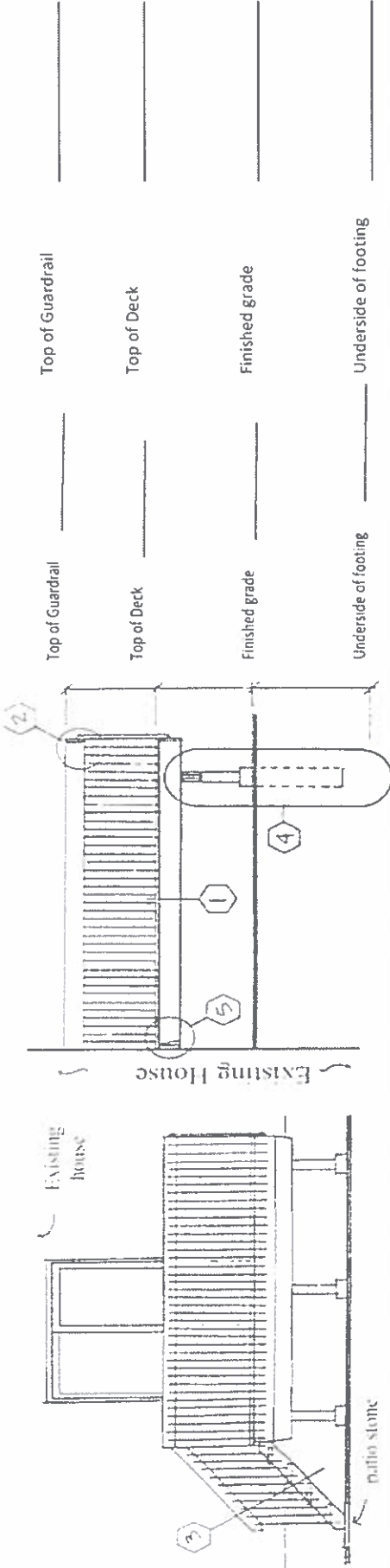
Permit fees as per municipal schedule.

	For Municipal Use
<b>Development Permit:</b>	Approved as a Permitted Use by the Development Officer on _____ as per section _____ of Bylaw No. _____
	OR
Signature (Development Officer)	Approved as a Discretionary Use by Council on _____ resolution number _____ as per section _____ and subject to the following conditions:  OR  Refused: The reasons for refusal are as follows: _____
<b>Building Permit:</b> (Building Official)	Approved as per following conditions: _____
	Refused for following reason(s): _____

**Building Permit may take up to two weeks for approval. If additional information is required, approval may take longer.**

# Deck Details (decks without roofs)

(to be submitted with permit application)



(1) Joist size \_\_\_\_\_ at \_\_\_\_\_ on centre spacing

(2) Guardrail  
 Top guardrail size \_\_\_\_\_  
 Pickets size \_\_\_\_\_

(3) Stairs  
 Open risers height \_\_\_\_\_  
 Closed risers height \_\_\_\_\_  
 Treads size \_\_\_\_\_  
 Handrail pickets size \_\_\_\_\_  
 Height from tread nosing \_\_\_\_\_

(4) Support  
 Wood beam size \_\_\_\_\_  
 Post size \_\_\_\_\_  
 Diameter of concrete pier size \_\_\_\_\_  
 Footing size \_\_\_\_\_  
 Footing thickness \_\_\_\_\_

(5) House Connection  
 Ledger board size \_\_\_\_\_  
 Nail & lag screw size to rim joists \_\_\_\_\_  
 (Galvanized joist hangers needed)

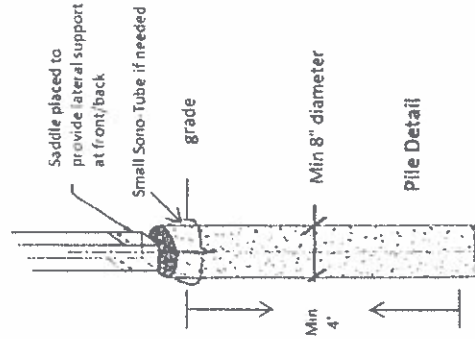
(6) Site plan is required

### 9.12.2.2 Minimum Depth of Foundations

Piles are not required for your deck IF the distance from finished ground to the underside of the joists is 600 mm (24") or less. In this case patio blocks are allowed.

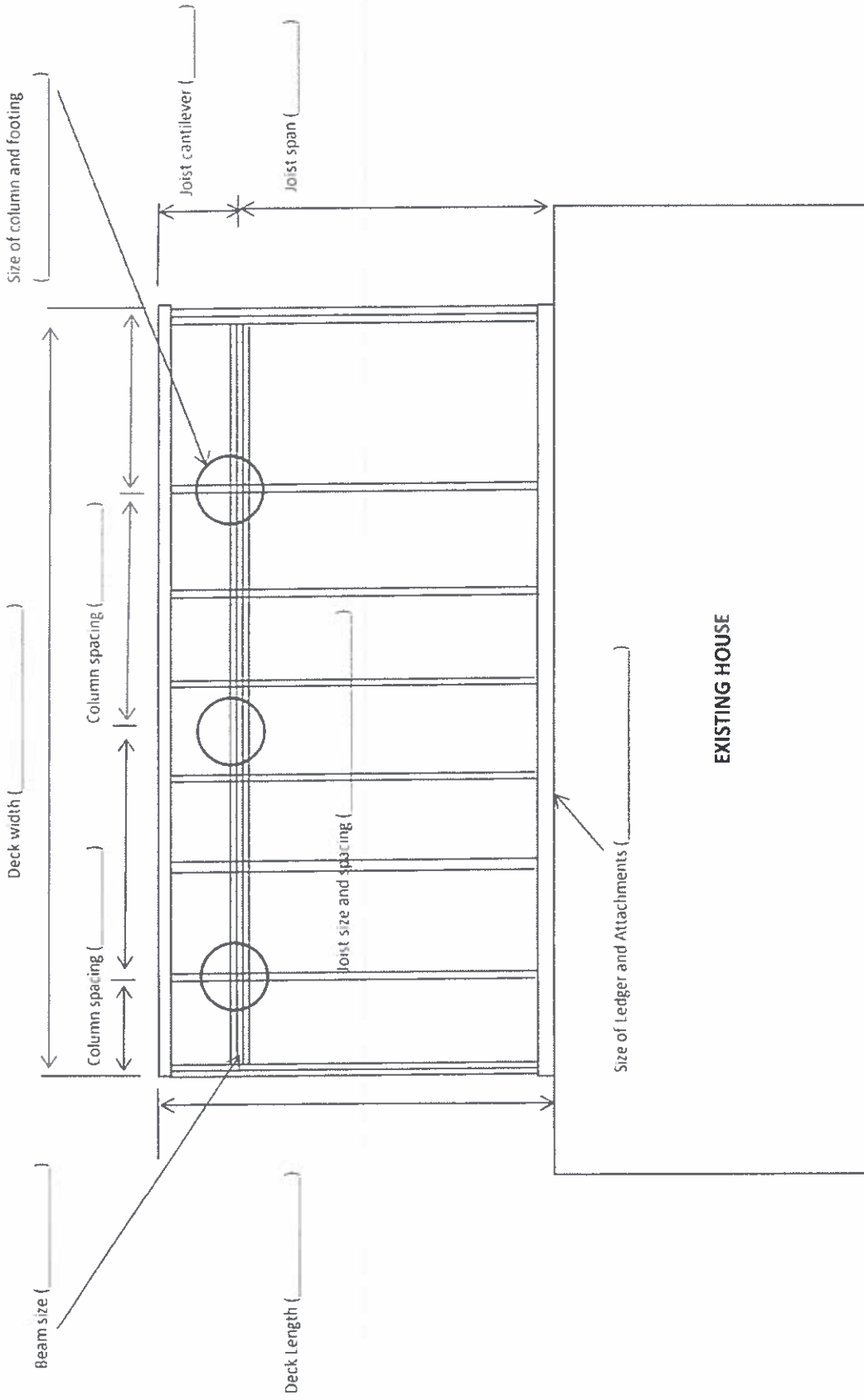
If the distance is greater than 600 mm (24") then piles are required.

Roof structure over deck will require drawings other than these deck detail sheets.



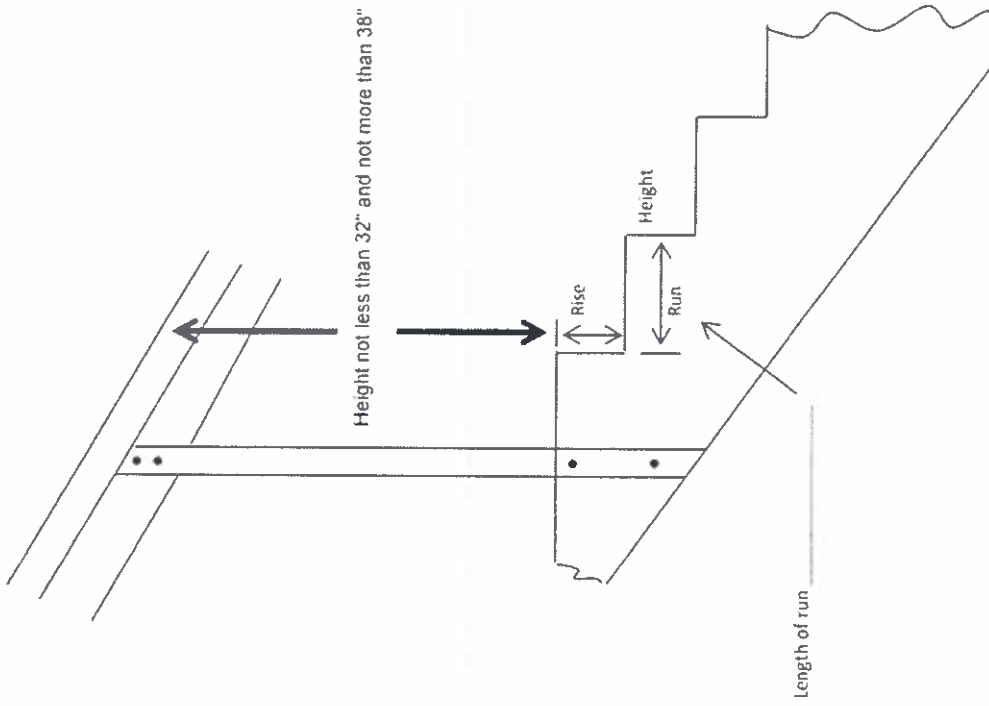
Owner's Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Permit No. \_\_\_\_\_

# Deck Details

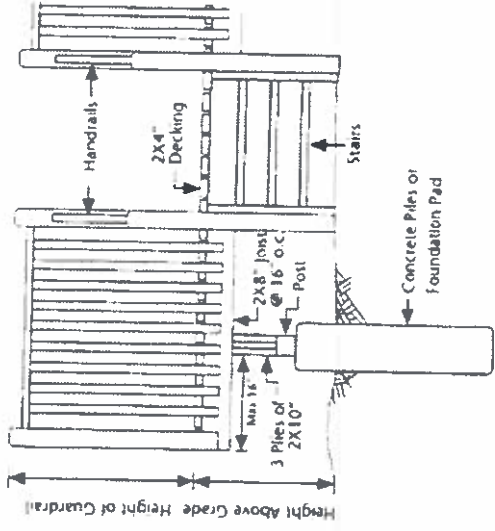


Owner's Name:
Street Address:
Permit No:

# Deck Details



**Elevation View Example**  
(Not to scale)



Maximum height of riser is 200 mm (7 7/8")

Minimum height of riser is 124 mm (4 7/8")

Minimum length of run is 210 mm (8 1/4")

Maximum length of run is 355 mm (14")

Owner's Name:
Street Address:
Permit No:



Building Inspection Services  
Class 1, 2 and 3 – Licence #BOL0283  
Box 37  
Hodgeville, SK S0H 2B0  
Phone: (306) 677-2613 Fax: (306) 677-2614  
Cell: (306) 677-7133 Email: allancooper95@gmail.com

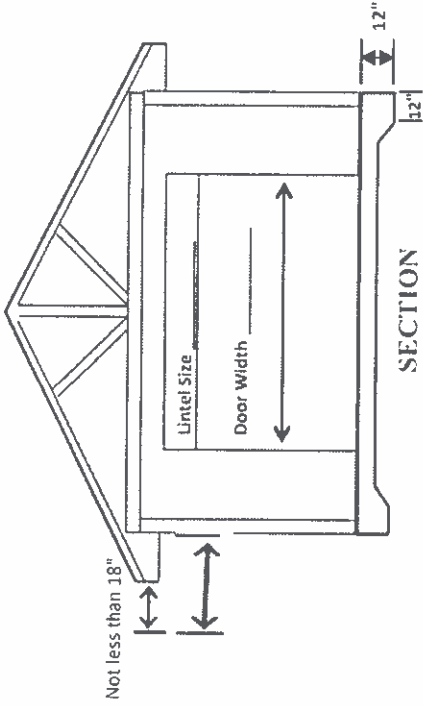
### **Deck with Roofs**

Owners building a roof on their deck should have a draftsman design their plans.

# DETACHED GARAGES & SHEDS

(to be submitted with permit application)

Owner's Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Permit No: \_\_\_\_\_



### 9.10.15.5 (8) Construction of Exposed Building Face of Houses

Where the exposing building face has a limiting distance of **NOT MORE THAN 0.45 m**, projecting roof soffits shall not be constructed above the exposing building face.  
**Note:** This means that if the wall of the garage has a distance of 18" or less from the side yard, there can be no roof overhang.

### 9.10.15.5(9) Construction of Exposed Building Face of Houses

Where the exposing building face has a limiting distance of **MORE THAN 0.45 m**, the face of roof soffits above the exposing building face shall not project to less than 0.45 m from the property line.  
**Note:** This means that if the wall of the garage has a distance of more than 18" from the side yard, the roof overhang can not be less than 18" from the property line.

### 9.10.15.5(10) Construction of Exposed Building Face of Houses

Where roof soffits project to less than 1.2 m from the property line, the centre line of a lane or public thoroughfare or an imaginary line between two buildings or fire compartments on the same property, they shall

- have no openings, and
- be protected by
  - not less than 0.38 mm thick sheet steel,
  - unvented aluminum conforming to CAN/CGSB-93.2-M, "Prefinished Aluminum Siding, Soffits, and Fascia, for Residential Use,"
  - not less than 12.7 mm thick gypsum soffit board or gypsum ceiling board installed according to CSA A82.31-M, "Gypsum Board Application,"
  - not less than 11 mm thick plywood,
  - not less than 12.5 mm thick OSB or waferboard, or
  - not less than 11 mm thick lumber.

**Note:** This means that if the roof overhangs are 4' or less from the property line or between 2 buildings on the same property, it requires any one of the fire protection items listed above to be installed in the soffit that faces the side yard.

Indicate the following:

**ROOF:**

- Type of roof shingles \_\_\_\_\_
- Type and thickness of roof sheathing \_\_\_\_\_
- Spacing of roof trusses \_\_\_\_\_
- Slope of roof \_\_\_\_\_
- Width of overhang \_\_\_\_\_

**WALL:**

- Type of siding \_\_\_\_\_
- Type and thickness of wall sheathing \_\_\_\_\_
- Size and spacing of studs \_\_\_\_\_
- Height of wall \_\_\_\_\_
- Type, size and spacing of anchor bolts \_\_\_\_\_
- Window and door locations, including sizes and lintels \_\_\_\_\_

**SLAB:**

- Thickness of slab \_\_\_\_\_
- Type of sub base \_\_\_\_\_

**INTERIOR:**

- Type of heating \_\_\_\_\_
- Type and thickness of wall insulation \_\_\_\_\_
- Type and thickness of ceiling insulation \_\_\_\_\_
- Type of wall finishing \_\_\_\_\_
- Vapour barrier used must be CAN/CGSB-51.34M \_\_\_\_\_

**SITE PLAN:**

Site plan showing location and distance of all buildings from property lines.

**Note:** Pre-engineered roof trusses require engineered drawings to be submitted with application

## Information Required For New House/New Basement/Addition

A building permit application form must be completed by the owner or an agent of the owner.

Information required on the application form includes:

- Address and legal description of building location
- Owner's name, address, telephone number and email address if available
- Designer's name, address, telephone number
- Contractor or builder's name, address, telephone number
- Use and size of building
- Type of work being done (new, addition, alteration, renovation, repair, etc)
- Construction information (materials)
- Value of construction for all of the work including materials, installed systems, labour, overhead and profit

\* Two sets of drawings must be submitted with the completed building permit application to show what will be built. All drawings to:

- Show the owner's name, project name and date
- Be drawn to conventional scale and the scale should be noted
- Have legible letters and dimensions which can be read from the bottom or right-hand side of the page
- Be marked with the architect or engineer's stamp and signature, if required
- Clearly show the locations of existing and new construction for additions, alterations and renovations

The drawings which will be required are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations some of the drawings may not be required.

*The Uniform Building and Accessibility Standards Act* - a building official may order the production of a surveyor's certificate, geotechnical report or any other necessary documents.

- \* **SITE PLAN** - show all new and existing buildings on lot and their distances from all property lines.
- \* **FOUNDATION PLAN** - overall size of the foundations; size and location of footings, piles, foundation walls, size and location of openings for doors, windows and foundation drainage.
- \* **FLOOR PLAN** - size and location of: interior and exterior walls, exits, fire separations, doors (including door swings and hardware), stairs, windows, barrier-free entrances, barrier-free washrooms, other barrier-free facilities, built-in furnishings.
- \* **STRUCTURAL PLANS** - size, material and location of: columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors, related structural details.
- \* **ELEVATIONS** - views of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors, windows, location of chimney.
- \* **CROSS-SECTIONS AND DETAILS** - cut through view of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair dimensions and handrails, height of finished grade, wind, water and vapour protection, insulation.
- \* **MECHANICAL PLANS** - description and location of heating, ventilating and air conditioning equipment, size and location of ductwork, location of fire dampers, location of plumbing fixtures and piping, size and location of sprinkler system equipment.
- \* **ELECTRICAL PLANS** - type and location of lighting, electrical panels, fire alarm systems, location of exit lights, emergency lighting.



**Cooper**  **Holdings**

**Building Inspection Services**

Class 1, 2 and 3 – Licence #BOI.0283  
Box 37  
Hodgeville, SK, S0H 2B0  
Phone: (306) 677-2613 Fax: (306) 677-2614  
Cell: (306) 677-7133 Email: allancooper95@gmail.com

**Building Permit Process**

**1. Permit Application**

The municipality issues an application for a development/building permit (Form A). This application must be filled out by the applicant and given back to the municipal office once completed. Handout sheets have been provided for some projects such as garages and decks and houses. The permit applicant must also fill out the handout sheet appropriate to the project they are building. Note: the development officer and administrator are often one in the same.

Municipality should review the permit application to ensure that the applicant has signed the application and provided as much information as possible. Also ensure that required drawings/handout sheets are submitted by applicant with the permit application. A site plan is also required. This site plan must show location of building(s) on lot and their distance from property lines.

**2. Permit Application Sent to Building Official**

The municipality then forwards the completed permit application and other required information/drawings to the building official for review (by email, fax or mail). If information is incomplete, additional information will need to be provided. After the application and drawings have been reviewed for code compliance, the permit is then approved. The application and drawings will be stamped with the building official's stamp of approval. A Plan Check letter is issued with the approved permit. This letter sets out code requirements which must be followed for the applicant's project. Most projects require this letter. Scheduled on-site inspections are set out in the letter as well.

The building official will give the approved permit, drawings, Plan Check letter and other information back to the municipality along with an invoice for the plan review/inspections and mileage fees. The municipality then contacts the permit applicant to let them know their permit is at their office and ready for pickup.

The municipality is invoiced for the permit fees and mileage and is responsible for payment of these fees to the building official. The municipality in turn collects these fees from the permit applicant. Most municipalities require that the permit applicant pay the permit fees before they will release the approved building permit.

**3. Inspections**

An inspection report is completed after each on-site inspection and a copy submitted to the municipal office and owner. Deficiencies noted on the report must be corrected. When all deficiencies have been corrected and the project has been completed, the file can then be closed.

**Handout Sheets Provided Include:**

- a) **New House/New Basement/Addition Detail Sheet**
- b) **Attached Garage Detail Sheet**
- c) **Detached Garage Detail Sheet**
- d) **Deck "Without Roofs" Detail Sheet**
- e) **Decks With Roofs (owner should have a draftsman design their plans as each deck/roof is different)**

If the permit applicant is building one of above, please ensure that they are given the handout sheet appropriate to what they're building when they pick up their permit application. These handout sheets provide additional information needed in order for the building official to approve the project in a timely manner.