

## MuniCode has Expanded

With the evolving demands of the construction industry while continuing the high level of service to our clients, MuniCode has added to our team with another remote location!

Our company now has a remote location in Estevan, with **Matt Stepp**, R-Class 3 building official, providing services to the southeast region of the province.



## Notice of Fee Adjustment

At MuniCode Services, our commitment to providing reliable, high-quality building official services remains at the forefront of everything we do. We are dedicated to supporting safe, compliant construction in our communities and maintaining the exceptional standards you expect from us.

To ensure we continue delivering outstanding service while keeping pace with rising operational costs, we will be implementing a service fee adjustment. Beginning **May 1, 2025**, our service fee will increase from **\$3.55 to \$3.90 per thousand dollars of construction value**. This 10% adjustment allows us to continue providing the best possible service, while remaining significantly below the industry average.

We want to reassure you that **minimum fees for smaller projects will remain unchanged.**

Thank you for your continued trust and partnership. We look forward to serving you with the utmost professionalism and dedication.

## Building Officials

Clayton Meier President, Manager,  
Class 3 licence

Shenah Cartier, P.Eng. Supervisor,  
Class 3 licence

Ryan Thiessen Class 3 licence

Clint Vargo R-Class 3 licence

Matt Stepp R-Class 3 licence

Kelsey Rebryna R-Class 3 licence



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## Changes to Energy Standards in Saskatchewan

### Tier 1

Changes will be applied to Energy Standards for construction in Saskatchewan. Saskatchewan Building Standards has informed us of the decision to move from Tier 2, back to Tier 1 Energy Requirements.

#### **The position that they have asked Building Officials to take is as follows:**

*“Our recommendation is that all permits going forward be issued tier 1 and projects already permitted go back to Tier 1 if practical or if the builder can make those adjustments. We are removing Section 30 of the BC Regulations and amending the table in Section 31 so that small occupancies other than houses will also be subject to NBC Section 9.36 and not redirected to the NECB.”*

The official regulation changes will likely take several months to complete.

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At **Municode Services Ltd.**, we are committed to supporting municipalities with the building permit process. Our goal is to make the application process seamless and efficient for both the property owner and the municipality. When complete and accurate information is provided upfront, it helps prevent delays and ensures a smoother experience for everyone involved.

### Expert Training & Guidance

We understand that navigating building permit requirements, bylaws, and compliance can be complex. Whether you're a newly hired staff member, an experienced administrator, or a planner looking for a refresher, we offer personalized training and support to help you confidently handle all aspects of the building permit process.

### Common Questions We Can Help With:

- What is the process for obtaining a building permit?** – Gain a clear understanding of the step-by-step process, ensuring applications are submitted correctly and efficiently.
- What documents are required for building permit review?** – Learn exactly what needs to be submitted to prevent delays and ensure compliance with regulations.
- What should be done if construction starts without a permit?** – Understand the proper procedures and enforcement actions to take when dealing with non-compliant projects.

Our training goes beyond just answering questions, we provide in-depth **best practices, real-world examples, and expert insights** to help you and your team manage building permits with confidence.

## Comprehensive Building Bylaw Review

If your municipality is considering updates to its building bylaw, we can assist by reviewing proposed changes before they are submitted to the Ministry of Government Relations. Our review may help ensure that your bylaw aligns with current regulations and best practices, avoiding potential compliance issues down the road.

### Let's Connect!

We are here to help! If you or your team would benefit from **one-on-one training**, reach out to **Leanne Stianson (306) 955-6355 or [service@municode.ca](mailto:service@municode.ca)** for more information. Together, we can streamline the process and ensure your municipality is well-equipped to handle all building permit matters with ease.