



Our Builder e-Newsletter keeps you informed on the latest building and construction news with updates such as the latest City building and construction information, building code changes, fee updates, seasonal notices and CityView tips and tricks.

December 2024 Update

Happy Holidays from the City of Spruce Grove!

Seasonal Updates

- Please keep streets and public sidewalks clear by removing all substances or materials that are tracked by vehicles or people, as per the [Traffic Bylaw](#).
- The bottom of excavations shall be kept from freezing throughout the entire construction period, as per the [National Building Code](#).
- Don't forget to renew your business licence for 2025. Local business licence holders can renew online *for free* until **January 15th** **(conditions apply)*

Process Change - Permit Services Reports

- Partially due to the Canada Post strike and mail delays, we have updated the paper process to electronic. When closing a Safety Codes permit (building, electrical, plumbing, gas), the inspector issues a *Permit Services Report* as per the [Safety Codes Act](#). This report must be sent within 30 days to the property owner.
 - Property owner name and email is now a requirement on CityView Portal when submitting applications. Please complete the information in order for your applications to be accepted, and to avoid any permit delays.
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News and Reminders

- Occupants/homeowners residing in a building without an occupancy permit issued by the Authority Having Jurisdiction is a violation of the [Safety Codes Services Permit Bylaw](#).
- In January 2025, the building Safety Codes Officers will be switching the area they cover. **Douglas Kliparchuk** will issue and inspect all residential permits west of Calahoo Road and **Lee Mackey** will cover east of Calahoo Road.

CityView Portal

- If you're unable to submit an inspection request on Portal, the permit may have one of the following:
 - Outstanding fees (e.g. re-inspection fees)
 - Pending submittal of Verification of Compliance document and/or photos
 - Open condition that must be resolved before requesting the next inspection
 - Lot grading season is closed and inspections cannot be completed
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Questions?

To learn more about building in Spruce Grove visit our [website](#) for more details.

If you have any questions, please contact the Planning and Development department by [email](#) or by phone at **780-962-7582**.

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