

# Building By-law Fast Facts

## CITYVIEW

## Features and Benefits


The City of Yellowknife (the City) is updating the Building By-law. The proposed By-law incorporates changes that will appear in the launch of CityView (Version 2) in the summer of 2022. CityView software simplifies and streamlines the processing of permits. Upgrades to CityView will improve the administrative processes of applying for and issuing permits, submitting reports and information, and making payments.


Outlined below are key elements of and changes to the Building By-law and how they relate to CityView. Look for this symbol  to identify changes

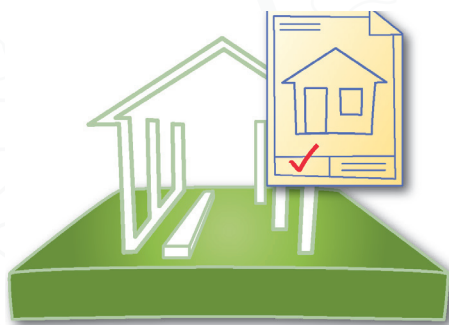
### The Big Picture

The City adopted the current Building By-law in 2008. At the time, it relied on paper-based processes, but today, applications for building permits are completed online through CityView. The City is continuing to expand these paperless processes and administrative improvements, which will reduce the cost of building in Yellowknife.




### CITYVIEW SUMMARY

 The City Building Services Division uses CityView to administer permitting, inspections, reviews and approvals. A new and improved version of CityView (Version 2) will be adopted by the City in summer 2022.

 CityView simplifies and streamlines the permit application process for Yellowknifers, including homeowners, contractors, and City staff. The updated CityView system continues to allow online payment of permit fees and will also allow City inspectors to receive completed applications, conduct plan reviews, and issue permits - all online



### CITYVIEW FEATURES

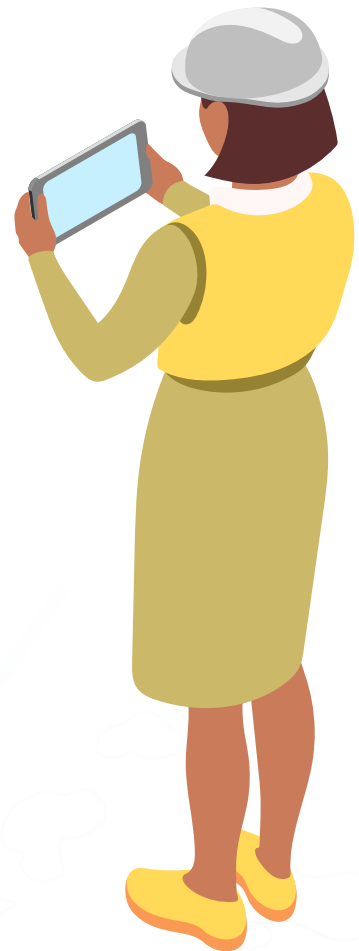
-  Simple to navigate. Drop down information bubbles explain the application process;
-  Application Storage. Applicants can store draft applications on CityView and return to complete them later, without losing any information;  
Paperless. No more paper applications.
-  Available 24/7. Applicants can check on the status of their permit at any time;
  - All documents are uploaded through the portal. This means they are available in the same place, at all times, so any City inspector can process the applicant's request for action;
  - Reduces errors. The online format makes information clear and easy to review, minimizing corrections and reducing delays;
  - The property owner can authorize the contractor to handle the permitting process;
  - Multiple people can automatically receive a copy of the permit, inspections details, compliance orders and other information; and,
  - Credit card payments can be made online.

## Permits and Inspections


### Inspections

The use of CityView software to administer the By-law simplifies and streamlines the inspection process. For example:

- Digitizes and increases the efficiency of the permit process, payments, document review, and inspection processes;
- PDF documents are uploaded directly to the owner's Cityview portal - Professional Letters of Assurance - quickly letting the inspector confirm compliance with the approved Registered Design Professional design plans;
- Committing to a paper-free future;
- The owner, contractor and professional can log onto Cityview 24/7 to view inspection documents and occupancy certification – leading to improve citizen satisfaction; and
- When an inspection is required, the process is faster through CityView. The City will schedule the inspection within two business days and provide an inspection report within two days after the inspection.



### Building or Mechanical Permits

 Changes to the permitting process can streamline construction and occupancy timelines. The applicant must submit a refundable deposit (bond) plus an administration fee before the full occupancy permit will be issued. The deposit, less the administration fee, will be returned if the documentation is received within 90 days. If the documents are not received within 90 days, the deposit will be forfeited to the City.

- Partial permits may be issued for a portion of a building before the specifications for the entire building have been accepted. For example, the foundation can be started while professional drawings are in process. This can be a significant advantage, for example, if the winter is approaching and framing and construction won't happen until spring; and
- The City may issue an Occupancy Certificate for a portion of a building.



### Find Out More

Review the Building By-law and learn about the changes at [www.yellowknife.ca/BuildingBylaw](http://www.yellowknife.ca/BuildingBylaw)

For subject-specific information, check out these factsheets:

- [Background](#)
- [Construction: Building for a Northern Climate](#)
- [Mechanical Systems](#)
- [Building Standards and Enforcement](#)

Have questions or feedback? Email: [BuildingBylaw@yellowknife.ca](mailto:BuildingBylaw@yellowknife.ca)

