

BUILDING PERMIT APPLICATION FORM

Application Fee: \$100.00

Additional Applicable Fees:

The following fees are applicable and must be paid prior to release of your permits:

- a) the fees for plan review, field inspection of construction and enforcement based on the fee schedule charged to the local authority by the building official; and
- b) a deposit, if required, in an amount determined by the local authority; and
- c) to cover the fees charged to the local authority by the Saskatchewan Assessment Management Agency.

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee of \$500 shall be paid.

Application Requirements:

The following is required in order to make and process an application:

- 1) A completed **building permit application form** and receipt of full payment of the **application fee**;
- 2) A scaled site plan or Google Earth/Maps image or equivalent, showing in detail the site proposed for development including the following:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing and proposed buildings, structures and deck(s), including distances from the property boundaries and adjacent buildings or structures;
 - location of all existing and proposed utilities, easements or utility right-of-ways;
 - the location of all standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- 3) A copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. A sewage permit is required if proposed development includes installation of a new septic system or alteration to an existing septic system. New permits from SHA may be required to ensure the existing system is adequate prior to issuance of the building permit;
- 4) A dimensioned **Floor Plan** of all floors including the use of the room and the size, location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, washrooms and built-in furnishings;
- 5) Two (2) full set of construction plans. All drawings must be legible, dimensioned, drawn to scale and include:
 - the landowner's name, project name and date the plans were issued for construction;
 - where required, an architect's or engineer's stamp; and
 - clearly show the location of existing and new construction.

provide a letter of consent for the application to be processed.

SITE PLAN

Please provide a sketch showing:

- a) Dimensions of parcel, location and height of existing and/or proposed buildings
- b) Land features (i.e. water courses, drainage ditches, sloughs, dugouts, shelterbelts, fencing);
- c) Municipal roads, lanes, approaches;
- d) Adjoining land uses;
- e) Setbacks from property lines;
- f) Indicated North on the site plan drawing.