

R.M. OF GREAT BEND NO. 405

DEVELOPMENT/BUILDING PERMIT APPLICATION

SCOPE OF WORK	New	Alterations	Addition	Relocation	(office use only) D/BPA#
	Repair	Removal	Other		Plumb. Permit #
Building Permit Required By: _____ (min 10 or more business days from application date) YYYY / MM / DD					Elect. Permit #

Project Information	Legal Description	Lot	Block	Plan	Value of Project Required	
	of the _____ 1/4	Section	Township	Range	W3	\$ _____
	Registered Plan No.		Certificate of Title No.			
	Work Description					
	Existing use of land for development:			Detailed description of current land use:		
	Country Residential Commercial Agricultural Industrial Other: _____					
Proposed new use of land and buildings:			Detailed description of proposed land use:			
Country Residential Commercial Agricultural Industrial Other: _____						
Surrounding land uses: (Are any of the following within 1.6 km (1 mile)?)						
		Yes/No	If Yes, Please State Distance			
Intensive Livestock Operation	_____	_____				
Landfill or Waste Disposal Site	_____	_____				
Sewage Lagoon or Land Fill	_____	_____				
Stream or Large Body of Water	_____	_____				

Owner/Applicant	Contact Name		Company Name (if applicable)			
	Address		Town	Province	Postal Code	
	Phone Number(s)		Fax Number	Email Address		
	Main	Other				

Construction Contractor	Contact Name		Company Name (if applicable)			
	Address		Town	Province	Postal Code	
	Phone Number(s)		Fax Number	Email Address		
	Main	Other				

Plumbing Contractor	Contact Name		Company Name (if applicable)			
	Address		Town	Province	Postal Code	
	Phone Number(s)		Fax Number	Email Address		
	Main	Other				

Electrical Contractor	Contact Name		Company Name (if applicable)		
	Address		Town	Province	Postal Code
	Phone Number(s)		Fax Number	Email Address	
	Main	Other			

Declaration	<p>I, _____, of _____ in the Province of Saskatchewan, solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".</p> <p>By submitting this form, I certify and declare that I am the above named person, and am authorized to make this declaration.</p> <p>I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.</p> <p>I understand that this application does not grant permission to begin work on this project. I hereby certify that all information contained within this application is correct.</p>				
	Applicant Signature _____		Date _____		
	Owner Signature _____		Date _____		

APPLICATION INFORMATION CHECKLIST	√	APPLICATION INFORMATION CHECKLIST	√
Site Plan		Professional Design/Sealed Drawings	
Floor Plans/Elevations/Cross Sections		Letter of Use (basement development)	
Ventilation Design Sheets		Spray Foam Insulation Form	
Application Received By		Date Received	

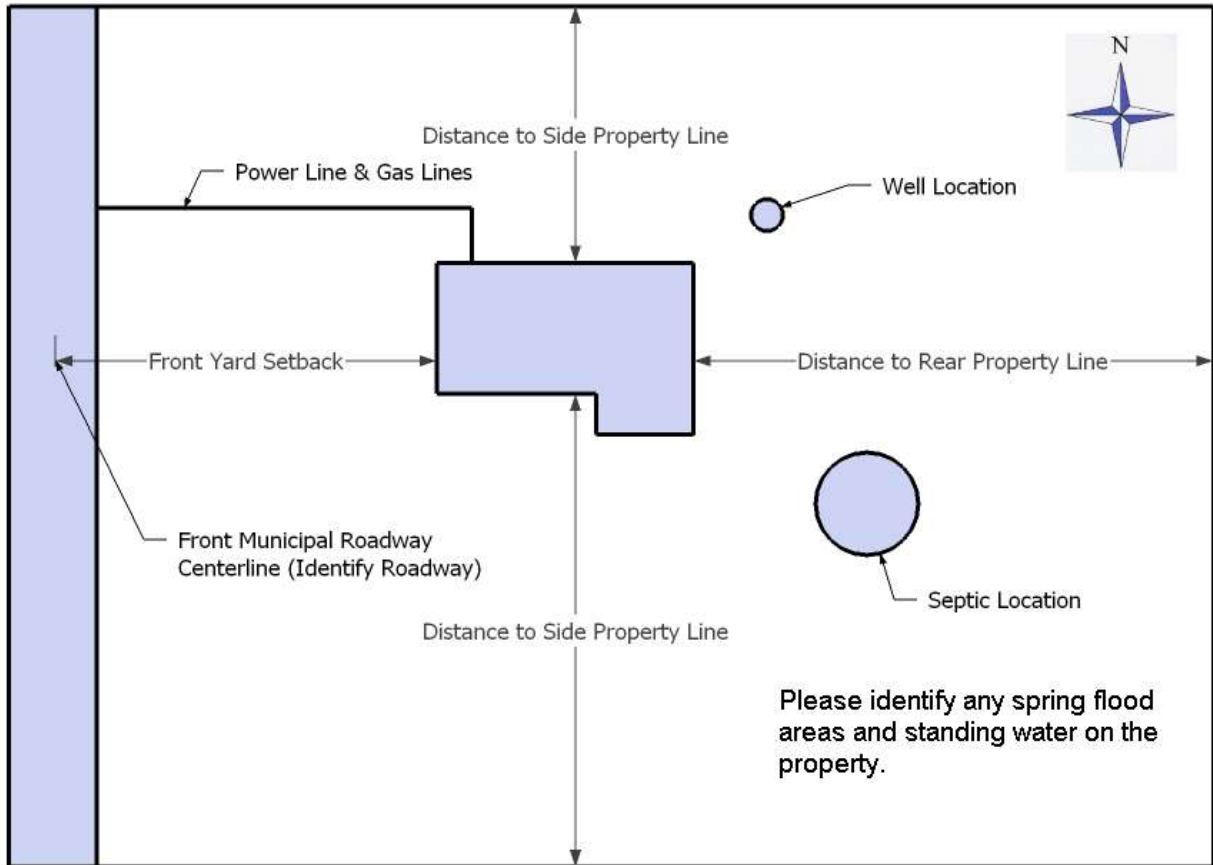
Building Permit Instructions

General Regulations:

1. Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall require the submission of a Building Permit as well as all other supplementary information required.
2. All construction, demolition, or relocation of buildings within the R.M. of Great Bend shall be governed by the Municipal Building Bylaw.
3. Municipal Bylaws require that any non-agricultural construction equal to, or in excess of 100 ft² (9.3 m²) and any agricultural building construction equal to, or in excess of 1000 ft² (100m²) shall require the submission of the attached building permit application form prior to commencing construction.
4. Agricultural construction is limited to structures and or buildings directly associated with an agricultural operation as defined by the Municipal Zoning Bylaw and Official Community Plan.
5. Every application for a building permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
6. Application forms as well as any supplementary documents and worksheets can be obtained from the R.M. of Great Bend Municipal Office.
7. The applicant is responsible for contacting the municipality's building inspector to arrange all inspections required within the permit as well as providing confirmation that all issued identified throughout the process have been completed.
8. Landowner authorization, either by signature on the application or by letter is required for this application.

Supplementary Information:

1. Applicants are required to provide a site plan identifying the following information when submitting an application:
 - a. The location of the proposed construction on the parcel including front, side and rear yard setback distances clearly identified.
 - b. Orientation of the proposed building by providing a north arrow and identification of the front municipal roadway serving the property.
 - c. Identification of any standing water on the property.
 - d. The location of any easements or utility right-of- ways.
 - e. Identification of all other structures on the property.



2. Applications proposing residential, commercial or industrial construction shall include 2 sets of construction drawings. All drawings should:

- a. Show the owner's name, project name and date.
- b. Be drawn to scale and the scale should be noted.
- c. Be black line or blue prints on good quality paper.
- d. Include legible letters and dimensions.
- e. Where required an architect's or engineer's stamp shall be included.
- f. Clearly show the location of existing and new construction for additions, alterations and renovations.
- g. Include a **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
- h. Include a **Floor Plan** including size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, barrier free entrances and washrooms and built-in furnishings.
- i. Include a **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors and related structural details.
- j. Include an **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and

- windows and location of chimneys.
- k. Include a **Cross Section Plan** providing cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapour protection and insulation.
 - l. Include **Mechanical Plan** providing a description and location of heating, ventilating and air-conditioning equipment, size and location of duct work, location of fire dampers, plumbing fixtures and piping and the size and location of sprinkler system equipment.
 - m. Include **Electrical Plan** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting.
3. All applications for residential construction shall include the submission of a Declaration of Conformance with Ventilation Requirements form completed by the plumbing and heating contractor chosen to complete the work.
 4. All commercial and industrial construction shall require drawings to be stamped by an architect or engineer licensed to practise in Saskatchewan.
 5. The Municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets Municipal Standards, National Building Code Standards and The Uniform Building and Accessibility Standards Act.

Design Worksheets:

With the following building projects, the plan requirements identified above may be satisfied through the submission of a design worksheet. Based upon the nature of construction, these worksheets are intended to replace building plans:

1. **Mobile Home Worksheet** – identifies the structures CSA number and the means by which the structure is intended to be anchored to the ground.
2. **Attached and Detached Garage Worksheets** – provided the essential building construction information required by the National Building Code in a simple worksheet.

Permit Validity:

1. A building permit issued in accordance with the notice of decision is valid for the entire period required to complete the work proposed with the following exceptions:
 - a. If after twelve (12) months from the date of issue of the permit, the work has not commenced or been carried out with reasonable diligence , or
 - b. at any time the work has been discontinued for a period of six (6) months, the permit may be revoked and cancelled by the Municipality.
2. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Municipality along with the required fees within thirty (30) days after the notice of decision is given. The Municipal Development Appeals Board will be convened according to *The Planning and Development Act 2007*.

Other Permit Information Required:

1. If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.
2. If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.

Plumbing Permit:

1. If you propose to install or modify a sewage disposal or plumbing system, you must obtain a permit from Saskatoon District Health prior to the issuance of a building permit.