

BUILDING PERMIT APPLICATION



Supplementary Information:

1. Applications proposing residential, commercial or industrial construction shall include 3 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.

2. 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.
3. All commercial and industrial construction shall require drawings to be stamped by an architect or engineer licensed to practice in Saskatchewan.
4. 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 six (6) 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.

APPLICANT INFORMATION:

DATE: _____

Applicant Name		Company Name (if applicable)	
Home Phone Number	Cell Phone Number	Fax Number	E-mail Address
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory Postal Code

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT):

Property Owner Name		Company Name (if applicable)	
Home Phone Number	Cell Phone Number	Fax Number	E-mail Address
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory Postal Code

CONTRACTOR INFORMATION:

Contractor Company Name		Contact Person Name	
Home Phone Number	Cell Phone Number	Fax Number	E-mail Address
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory Postal Code

ADDITIONAL CONTRACTOR INFORMATION:

Contractor Company Name		Contact Person Name	
Home Phone Number	Cell Phone Number	Fax Number	E-mail Address
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory Postal Code

LEGAL LAND DESCRIPTION:

Quarter: _____ Section: _____ Township: _____ Range: _____ Meridian/Extension: _____
 LSD: _____ Lot: _____ Block: _____ Plan: _____ Extension: _____
 Civic Address: _____

PROPOSED BUILDING CONSTRUCTION:**RESIDENTIAL BUILDINGS:**

<input type="checkbox"/> Single Unit Residence	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Attached Garage	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Detached Garage	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Residential Addition (please describe)	_____	
	Building Area: _____ ft ²	Construction Cost: \$ _____

<input type="checkbox"/> Residential Interior Renovation (please describe)	_____	
	Building Area: _____ ft ²	Construction Cost: \$ _____

<input type="checkbox"/> Mobile Home	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Other Residential Building (please describe)	_____	
	Building Area: _____ ft ²	Construction Cost: \$ _____

AGRICULTURAL BUILDINGS:

<input type="checkbox"/> Farm Shop	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Barn	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Other Agricultural Building (please describe)	_____	
	Building Area: _____ ft ²	Construction Cost: \$ _____

COMMERCIAL / INDUSTRIAL BUILDINGS:

<input type="checkbox"/> Commercial Building	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Industrial Building	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Institutional / Utility Building	Building Area: _____ ft ²	Construction Cost: \$ _____
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<input type="checkbox"/> Other Commercial / Industrial Building (please describe)	_____	_____
	Building Area: _____ ft ²	Construction Cost: \$ _____

OTHER BUILDINGS:

<input type="checkbox"/> Please describe: _____	_____	_____
	Building Area: _____ ft ²	Construction Cost: \$ _____

Start Date: _____

Estimated Completion Date: _____

I, _____ of _____
(Please print) (City, Province)

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*.

I further agree that _____, is appointed as the Agent in regard to this application and
(Please print)

has the authority to answer questions or inquiries which shall be directed to him/her, and he/she shall be provided information by the RM of Sherwood No. 159 in regard to this application only. The Agent has my authorization to make decisions in his/her best judgment in regard to this application.

I hereby authorize the RM of Sherwood No 159 to enter my land for the purpose of conducting a site inspection in regard to this application.

The information on this form is being collected under the authority of section 28(a) of the Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of the building move application.

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 building permit application.

I further agree to pay the building permit cost as set out by Professional Building Inspectors (PBI). I acknowledge that I may contact PBI to get an estimate of the permit fees prior to submission of my application.

<i>Applicant Signature</i>	<i>Date</i>
<i>Property Owner Signature</i>	<i>Date</i>

Assigned Permit No.:
Date: