Professional Building Inspections, Inc.

5 Gregory Avenue East
Box 517 Stn. Main
White City, SK S4L 5B1
Ph: 306-536-1799
Fax: 306-781-2112
Email: office@pro-inspections.ca
Website: **www.pro-inspections.ca**

Pre-Move and Post-Move Inspections

(For Buildings Moved In)

A **Pre-Move** Inspection:

- Identifies what items need to be corrected in order to bring the building up to NBC minimum standards. Note that many existing homes do not meet Code.
    - According to *The Uniform Building and Accessibility Standards Act*, Section 7(1) states:
      Subject to subsections (2) and (3), the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, ***relocated****, removed, used or occupied in accordance with the building standards.*
    - Once any structural change is made to a building (i.e. relocation) the building standards apply. The Pre-Move inspection identifies what these NBC requirements are so that the owner can make an informed decision before purchasing and/or moving the building.
    - The pre-move fee is a small price to pay if an owner learns that it will cost thousands (if not tens of thousands) of dollars in upgrades once moved in order to meet the minimum standards.
- Determines if the structural integrity of the building can withstand the move.
- Confirms if the building meets the bylaws of the municipality it is being moved to.
- Communicates to the municipality, through information and photos, so that Council can make an informed decision about approving or rejecting the building.

If it is a newer building that has already had NBC inspections done during the course of construction, then PBI may request and review the inspection reports. If it is a RTM or modular home that was constructed out of province or country, then a compliance certificate issue number (from CSA, Intertek, QAI or equivalent) is required indicating that the home was built to CSA-A277 standards.

If approved by Council, a building permit is required for the **Post-Move** inspections:

- **Plan Review** to ensure that the placement of the building on the property meets local building bylaws and NBC requirements. If a deck, attached garage and/or basement development is also being constructed with a dwelling, then a plan review for these projects will be done. These projects are included with the permit only if the plans are provided at the plan review stage. If not, then a separate building permit will need to be taken out for each project built at a later date.
- **Foundation** inspection prior to pouring the concrete foundation walls to ensure they comply with the site-specific, engineer stamped foundation designs (or prior to backfilling if it is a wood foundation.)
- **Anchoring** inspection prior to backfilling to check the anchoring of the building to the foundation.
- **Framing** inspection is required prior to insulating if there is an insulated attached garage or basement development.
- **Occupancy/Final** inspection prior to moving in or sleeping overnight. All NBC life safety items listed in the Pre-Move inspection report and/or Plan Review must be completed before moving in. If all interior and/or exterior work is not yet completed, then a **Final Re-Inspection** will be required in order to close the permit.

R.M. of Edenwold No. 158

Email: rm158@sasktel.net
Phone: (306) 771-2522
Fax: (306) 771-2631

Building Permit Application

Civic Address:	Subdivision:	Permit Number:
Legal Land Description: Lot _____Block _____Plan_____ Quarter_____ Section_____Township _____Range_____W2M		

Owner:	Address:_____ City/Town _____Postal Code_____	Telephone: Cell:
Building Contractor:	Address:_____ City/Town _____Postal Code_____	Telephone: Cell:

Floor Area:

Ground Floor:	Second Floor:	Basement:	Accessory/Other:
_____ft² or m² (circle one)	_____ft² or m² (circle one)	_____ft² or m² (circle one)	_____ft² or m² (circle one)

Building:

Estimated Value of Construction:	Length:	Width:	Height:
	_____ ft or m (circle one)	_____ ft or m (circle one)	_____ ft or m (circle one)

Read Through and **Initial After Each Statement:**

I have submitted a site plan indicating the location of all property lines, all existing and proposed buildings, the distances between all property lines and the closest wall of the nearest building, the location of all existing and proposed roads and a north arrow to establish the orientation of the site plan. _____

I hereby agree to comply with the Building Bylaw of the municipality and acknowledge that is my responsibility to ensure compliance with the municipal building bylaw, provincial legislation, and the National Building Code of Canada, regardless of any review of drawings or inspections that may or may not be carried out by the inspector._____

It is expressly understood that the municipality requires building inspections to be called for at various stages of construction, as outlined in the building bylaw, and that it is my responsibility to contact the municipal building inspector at the required intervals of construction will result in deductions from the occupancy deposit, in part or in whole, additional inspection fees, the issuance of stop work order, and/ or other action outlined in the municipal building bylaw. _____

I understand that this permit expires six months from the date of issue if work is not commenced within that period, or two years from the date on which the permit was issued; and any deviation, omission or revision to the approved application requires approval of Council, or its authorized representatives._____

I understand that additional inspection fees may be charged for extra inspections, non-scheduled inspections and re-inspections._____

I understand that the RM will obtain this property Title at my expense if I do not provide a copy to them at the time of application. _____

_____	_____	_____
Date of Application	Owner of Authorized Agent (print)	Owner/Agent (sign)

Please plan on applying for a building permit 4 to 6 weeks before construction is set to begin to allow time for our Building Official to review the application.

Development Permit Application Guide

Pursuant to the current RM of Edenwold Zoning Bylaw

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This guide is designed to assist applicants in the development permit process. Please review this document, development permit checklist and application form and contact the Planning and Development department at 306-347-2965 or ss.planning.rm158@sasktel.net if you have any questions or require assistance.

1. PRIOR TO DEVELOPMENT PERMIT APPLICATION

- A pre-application meeting is not mandatory; however, it is recommended that you call the Planning and Development department to discuss your development.
- The applicant/owner is advised to contact Sask1stCall at to locate any natural gas, power, water and telephone lines on the property prior to undertaking any excavation work. Sask1stCall is accessible by phone 1-866-828-4888.

2. APPLICATION REQUIREMENTS

- Use the development permit checklist to ensure that all required information is provided
- The application must be completed in full, signed by the registered landowner(s), and the application fee must be paid before it will be accepted for processing.
- A detailed site plan, as outlined in the Development Permit Checklist (please see attached example). This site plan should be drawn to scale if possible.
- If applicable, a copy of the building plans showing elevations. For modular and mobile homes, floor plans are sufficient.
- The RM of Edenwold may require any information that it deems necessary to review the application.
- The RM of Edenwold may refuse to accept or process an application if the required information has not been supplied, or if the quality of the information is inadequate to properly evaluate the application.

Development Permit Process

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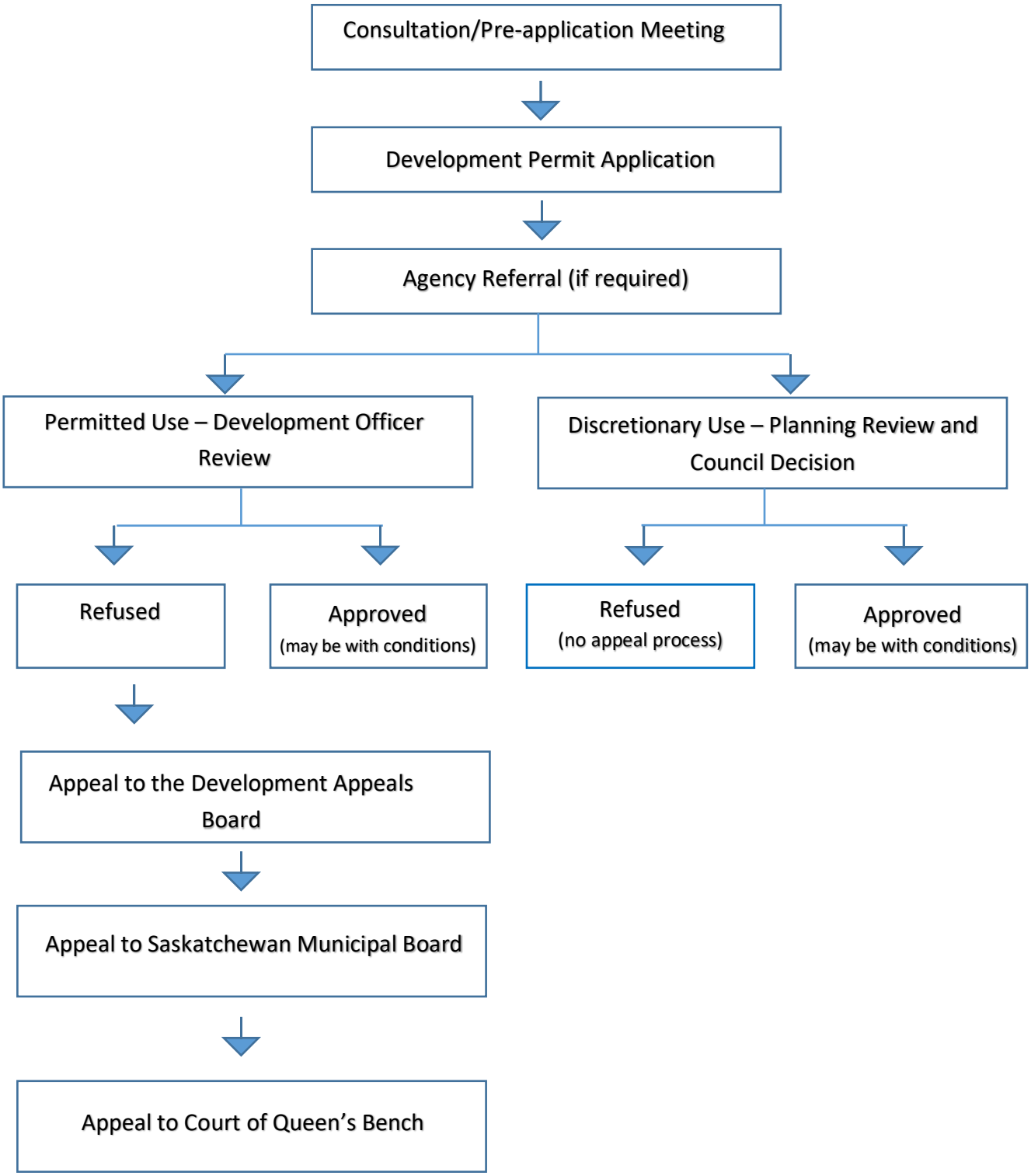

Development Permit Application

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DP #	**BP #**
1. To be filled out by the Applicant (Owner):	
Name:	Month Day Year
Street Address:	City/Town Postal Code:
Email:	Phone: - Cell: -
2. Contractor (if applicable):	
Name:	Company Name:
Street Address:	City/Town Postal Code:
Email:	Phone: - Cell: -
3. Legal Land Location for proposed development:	
Civic Address:	Lot: Block: Plan: Ext:
Subdivision:	Quarter: Section: Township: Range: W2M
Registered Plan #:	Certificate of Title #:
4. Existing Use of Land:	Current Zoning:

Agriculture ☐ Residential ☐ Other (Please describe)

Country Residential ☐ Industrial ☐

Commercial ☐

Provide a detailed description of proposed use of land and/or buildings:

Development Permit Application

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5. Site Servicing:
Parcel access provided by:

Grid Road	Highway	Main Farm Access	Other
Water Supply provided by:	Municipal Waterline	Private Well	Other
Sewage Disposal provided by:	Existing (please specify type of system)	Proposed (please specify type of system)	
Drainage provided by:	Existing (please specify)	Proposed (please specify)	

6. Surrounding land uses:

Are any of the following within 0.5 km of the proposed development?		**If yes, please provide best estimate of distance**
Intensive livestock operation	**Yes/No**	
Sewage lagoon or wastewater treatment facility	**Yes/No**	
Solid waste disposal facility or landfill	**Yes/No**	
Stream or large body of water	**Yes/No**	
Anhydrous ammonia facility	**Yes/No**	
Industrial	**Yes/No**	

7. Declaration by Applicant

I/We_____ hereby certify that I/we am/are the registered owner(s) of the lands and that the information given on this form and the site plan is full and complete and is, the best of my/our knowledge, a true statement of the facts relating to this application for development.

_____ _____
Date Signature

_____ _____
Date Signature

I/We, _____ hereby certify that I/we am/are the agent authorized to act on behalf of the registered owner(s) and hereby swear that all statements contained within this application are true, and I/we 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.

_____ _____
Date Signature

_____ _____
Date Signature

Receipt #

Development Permit Checklist

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Please use the following checklist to ensure that your development permit application and site plan are complete. This checklist must be submitted with your permit application.

Completed by Applicant	Office Use Only	**Application Requirements**
☐	☐	Copy of Certificate of Title (from ISC)
☐	☐	Completed application form
☐	☐	Signatures of all registered owners or completed Letter of Authorization from Registered Owner on Title
☐	☐	Application fee
☐	☐	Letter of Intent describing the nature of the application and the **intended use** must accompany all applications
Basic site plan – Required for all permits (see sample site plan)		
☐	☐	North arrow
☐	☐	Drawing scale
☐	☐	Property lines of entire parcel and all adjacent public rights-of way
☐	☐	Legal land description and civic address, if assigned
☐	☐	Lot dimension and total area
☐	☐	Name of road(s) providing access to parcel, accesses, driveway and flare locations including setbacks to property lines and widths
☐	☐	Location and dimension of existing buildings (labelled as existing)
☐	☐	Location and dimensions of proposed building (labelled as proposed)
☐	☐	Setbacks to property lines and between buildings
☐	☐	Total building footprint and site coverage
☐	☐	Parking areas (with dimensions of parking stalls)
☐	☐	Location and size of loading space, if required
☐	☐	Indicate perimeter fencing with height and material
☐	☐	Location of outdoor storage & display areas
☐	☐	Access routes for firefighting
☐	☐	On-site existing and proposed sidewalks with dimensions
☐	☐	On-site lighting
☐	☐	Garbage enclosures
☐	☐	Indicate site-surfacing material and show all curbs, wheel stops, parking, fences and lighting
Hazard Lands		
☐	☐	Show location of and label type of hazard (slope, wetland, waterbody)
☐	☐	Show setbacks from any water body or water course measured from top of bank
☐	☐	Location of and setbacks from steep embankments measured from the top of bank
Easements, Rights-of-Way, Utilities and Facilities		
☐	☐	Show location of any known easements, rights-of-way, or public utility lines
☐	☐	Location of and setbacks from pipelines
Building Elevations and Floor plans		
☐	☐	Label plans with dimensions of building, including height
☐	☐	Exterior finishing materials, including color
☐	☐	Location and size of any proposed fascia signs

Development Permit Checklist

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☐	☐	Layout of each floor, including bays/units, mezzanines, amenity spaces, balconies, mechanical rooms, etc.
☐	☐	Total number of units.
Documents that may be required with a Development Permit Application:		
☐	☐	Site grading plan
☐	☐	Landscaping plan
☐	☐	Soil testing/Geotechnical Report
☐	☐	Environmental Site Assessment
☐	☐	Transportation/Traffic Study
☐	☐	Confirmation of Roadside Development Permit from the Ministry of Highways
☐	☐	Title Search
☐	☐	Any other information deemed necessary to make a decision
Landscaping Plan, if required will show the following:		
☐	☐	Location of all existing and proposed plant materials, with a descriptive list identifying the common and botanical name, quantity and size at planting
☐	☐	Location and description or illustration of all existing or proposed physical features, including fences, flower beds, berm contours, outdoor furniture, decorative paving, and water features.
☐	☐	Location of any utility lines or right-of-ways
☐	☐	Location of site boundaries and adjacent land uses
☐	☐	Location of adjacent sidewalks, trails, driveway entrances and alleys
☐	☐	Location and name of adjacent streets
☐	☐	Footprint and dimensions for all buildings or structures
Signs		
☐	☐	Separate development permit application for proposed signs
☐	☐	Proposed sign types (freestanding, pylon, electronic, fascia, etc.)
☐	☐	Site plan showing location of proposed freestanding signs with setback to property lines
☐	☐	Dimension and height of all proposed signs
Fire Department		
☐	☐	Turning radius for fire apparatus
☐	☐	Location of fire hydrants and proximity to site

Letter of Authorization

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I, (We) _____ being the owner(s) of

Lot _____ Block _____ Plan _____ Ext _____

Legal:

NW/NE/SE/SW Section _____ Township _____ Range _____ W2 Meridian give

_____ permission to

act on by (our) behalf in applying for a Development Permit for the above subject property.

_____
Signature

_____
Date

_____
Development Permit #

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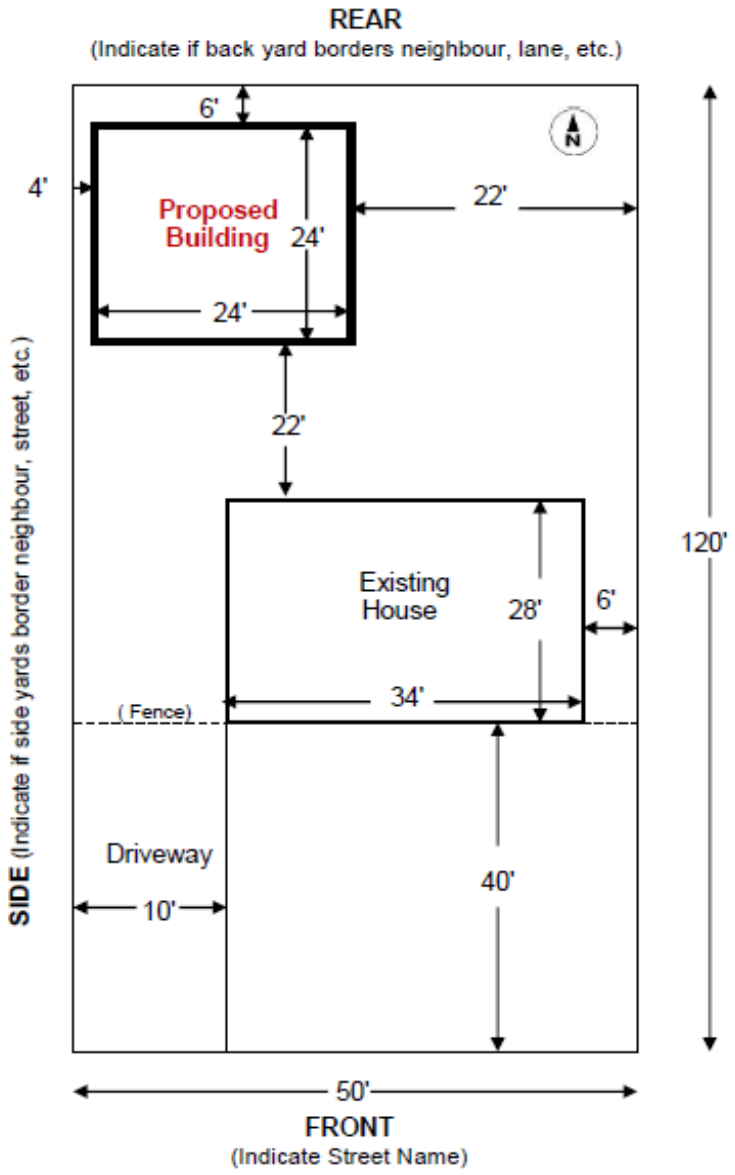
Residential – Sample Site Plan



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Website: www.pro-inspections.ca

Residential - Plan Review Checklist

Municipality: _____ **Permit #:** _____

Jobsite Address: _____ **Project Type:** _____

Owner's Name: _____ **Cell Ph:** _____

Residential Project Type

REQUIRED for a Plan Review (A **shaded box** means not required.) Provide **designs and required documents in PDF format** as indicated by the unshaded boxes for the project. A plan review must be completed by PBI before a building permit is issued. **E-mail plans and documents in PDF format to the municipal office.** *Requirements may vary for some projects. Please consult with PBI.*	New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation (structural or egress)	Basement Development	Deck (not covered or enclosed)	* Attached Garage (unheated)	* Det Garage / Acc. Bldg. (unheated)	* Pole Building (unheated)	Retaining Wall (if collapse affects a structure)	Foundation Replacement	Solar Panels (PV or Hot Water)
Site Plan (eg. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)													
Building Plans (eg. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)													
Energy Code Forms (applicable to compliance option, code edition & climate zone)													
Building Designs stamped by an engineer (project specific for intended use*)													
Foundation Designs stamped by a structural engineer (site specific)													
Geotechnical Report (if required by zoning bylaws or engineer recommendation)													
Manufacturer's Blocking Chart and anchorage details													
PBI Specifications sheet *(plus all information requested in the sheet(s)*													
Information Below is Required BEFORE THE FRAMING INSPECTION													
Engineer-stamped roof truss designs & layouts (NBC compliant)													
Engineer-stamped floor truss and/or LVL designs & layouts													
Fireplace or Wood Stove Manufacturer Specifications													
Residential Mechanical Ventilation Design Summary													

*** Storage only - no living space & unheated**

*** Pole Building** (Please detail intended use. Note if vehicles will be repaired in the building, if building is for personal or business use, if heated, etc.)

E-MAIL CONSENT FORM

Consent to the e-mail delivery of PBI reports and related documents pertaining to this building permit is given to the following individuals involved in the construction project (note that owners should always include themselves on this form):

Title (Eg. Owner, Contractor)	**Individual's Name**	**E-mail Address**
Owner		

- *Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from their responsibility to comply in all regards with the building standards (Saskatchewan Uniform Building and Accessibility Standards Act, municipal building bylaws, and National Building Code of Canada).*
- *I declare that I am the **owner of this property** and I will notify PBI of any e-mail changes, if applicable.*

Name: _____ **Signature:** _____ **Date:** _____