



R.M. of Edenwold No. 158

Email: rm158@sasktel.net

Phone: (306) 771-2522

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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: _____ ft ² or m ² (circle one)	Second Floor: _____ ft ² or m ² (circle one)	Basement: _____ ft ² or m ² (circle one)	Accessory/Other: _____ ft ² or m ² (circle one)
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Building:

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

_____	_____	_____
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.



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Building Permit # _____

Permission is hereby granted to _____ to _____ a building to be used as a _____ on civic address or location _____

Lot _____, Block _____, Plan _____ in accordance with the application dated _____. This permit expires six months from the date of issue if work is not commenced within that period, unless otherwise authorized by the local authority or its representative.

This Building Permit is approved subject to the following conditions:

- Must meet all building standards, inspections and regulation. _____
- All new required approached must be approved by the RM prior to any construction. _____
- Must meet safe building elevation 0.5 metres above 1:500 flood freeboard elevations. _____
- _____
- _____
- _____
- _____

Culvert/Drainage Deposit	\$ _____
Landscape Deposit	\$ _____
Occupancy Deposit	\$ _____
Development Fee	\$ _____
Building Permit Fee	\$ _____
Water Meter/Backflow Valve	\$ _____
Other	\$ _____
Other	\$ _____
Total	\$ _____

General Receipt# _____

Approval Date

Signature of Authorized Municipal Official

Development Permit Application Guide

Pursuant to the current RM of Edenwold Zoning Bylaw



100 HUTCHENCE ROAD, EMERALD PARK, SASKATCHEWAN, S4L 1C6

• PH: 306-347-2965

• FAX: 306-347-2970

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.

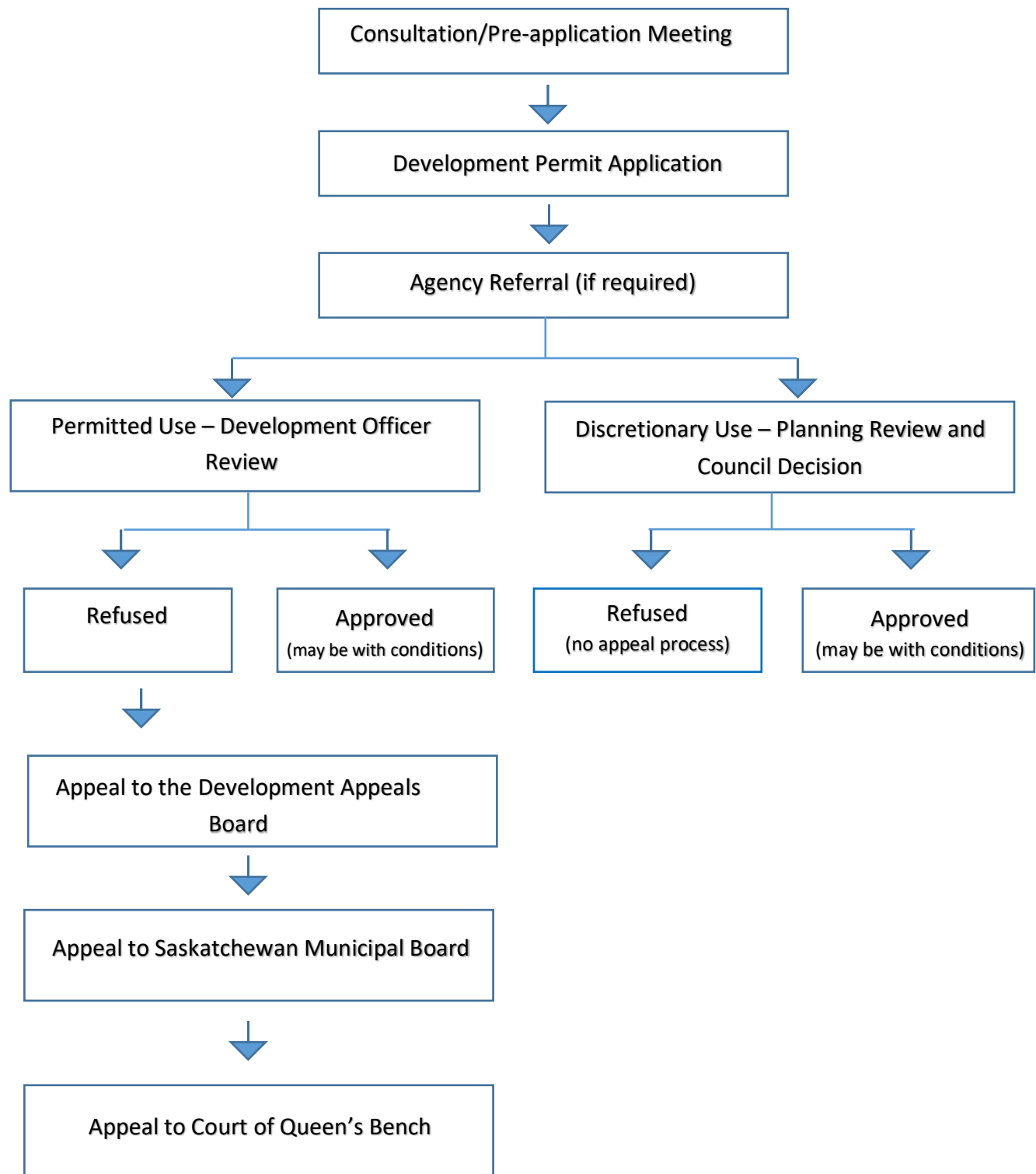
Development Permit Process



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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	<input type="checkbox"/>	Residential	<input type="checkbox"/> Other (Please describe)
Country Residential	<input type="checkbox"/>	Industrial	<input type="checkbox"/>
Commercial	<input type="checkbox"/>		
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
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Water Supply provided by:	Municipal Waterline	Private Well	Other
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Sewage Disposal provided by:	Existing (please specify type of system)	Proposed (please specify type of system)
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Drainage provided by:	Existing (please specify)	Proposed (please specify)
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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
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Certificate of Title (from ISC)
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	<input type="checkbox"/>	Signatures of all registered owners or completed Letter of Authorization from Registered Owner on Title
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	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)		
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Drawing scale
<input type="checkbox"/>	<input type="checkbox"/>	Property lines of entire parcel and all adjacent public rights-of way
<input type="checkbox"/>	<input type="checkbox"/>	Legal land description and civic address, if assigned
<input type="checkbox"/>	<input type="checkbox"/>	Lot dimension and total area
<input type="checkbox"/>	<input type="checkbox"/>	Name of road(s) providing access to parcel, accesses, driveway and flare locations including setbacks to property lines and widths
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimension of existing buildings (labelled as existing)
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of proposed building (labelled as proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks to property lines and between buildings
<input type="checkbox"/>	<input type="checkbox"/>	Total building footprint and site coverage
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas (with dimensions of parking stalls)
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of loading space, if required
<input type="checkbox"/>	<input type="checkbox"/>	Indicate perimeter fencing with height and material
<input type="checkbox"/>	<input type="checkbox"/>	Location of outdoor storage & display areas
<input type="checkbox"/>	<input type="checkbox"/>	Access routes for firefighting
<input type="checkbox"/>	<input type="checkbox"/>	On-site existing and proposed sidewalks with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	On-site lighting
<input type="checkbox"/>	<input type="checkbox"/>	Garbage enclosures
<input type="checkbox"/>	<input type="checkbox"/>	Indicate site-surfacing material and show all curbs, wheel stops, parking, fences and lighting
Hazard Lands		
<input type="checkbox"/>	<input type="checkbox"/>	Show location of and label type of hazard (slope, wetland, waterbody)
<input type="checkbox"/>	<input type="checkbox"/>	Show setbacks from any water body or water course measured from top of bank
<input type="checkbox"/>	<input type="checkbox"/>	Location of and setbacks from steep embankments measured from the top of bank
Easements, Rights-of-Way, Utilities and Facilities		
<input type="checkbox"/>	<input type="checkbox"/>	Show location of any known easements, rights-of-way, or public utility lines
<input type="checkbox"/>	<input type="checkbox"/>	Location of and setbacks from pipelines
Building Elevations and Floor plans		
<input type="checkbox"/>	<input type="checkbox"/>	Label plans with dimensions of building, including height
<input type="checkbox"/>	<input type="checkbox"/>	Exterior finishing materials, including color
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of any proposed fascia signs

Development Permit Checklist



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

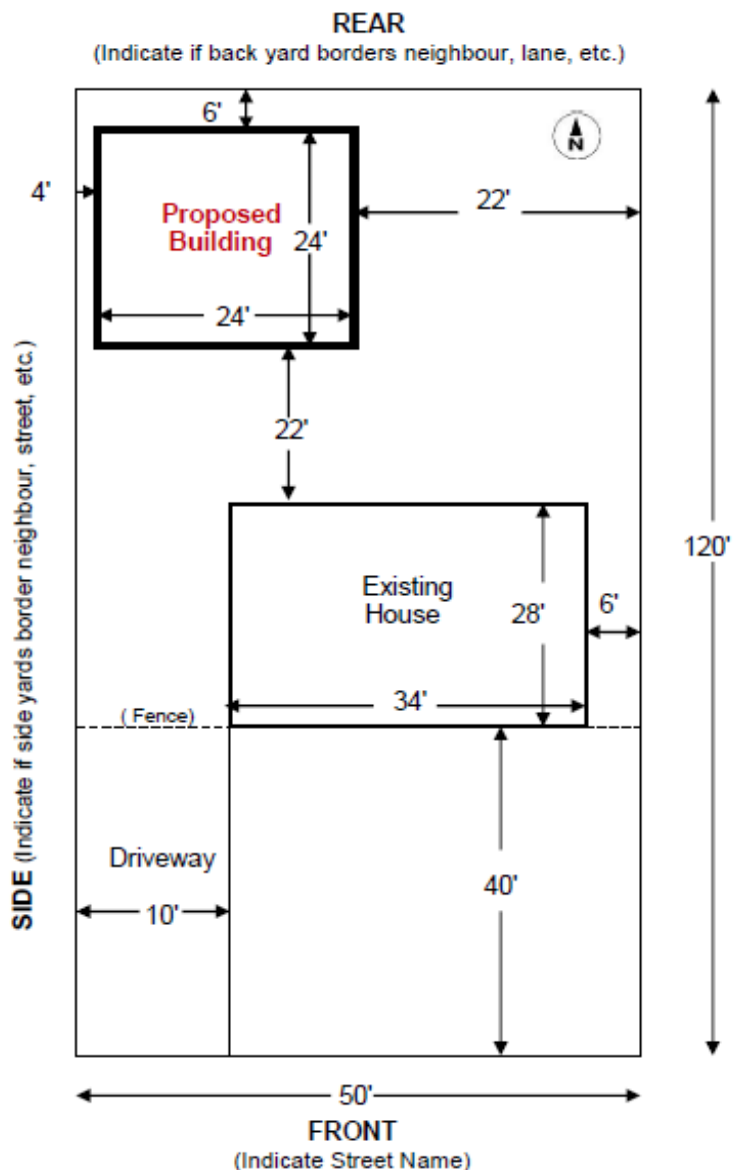
act on by (our) behalf in applying for a Development Permit for the above subject property.

Signature

Date

Development Permit #

Residential – Sample Site Plan



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 <u>intended use</u> *)													
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													

* **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.

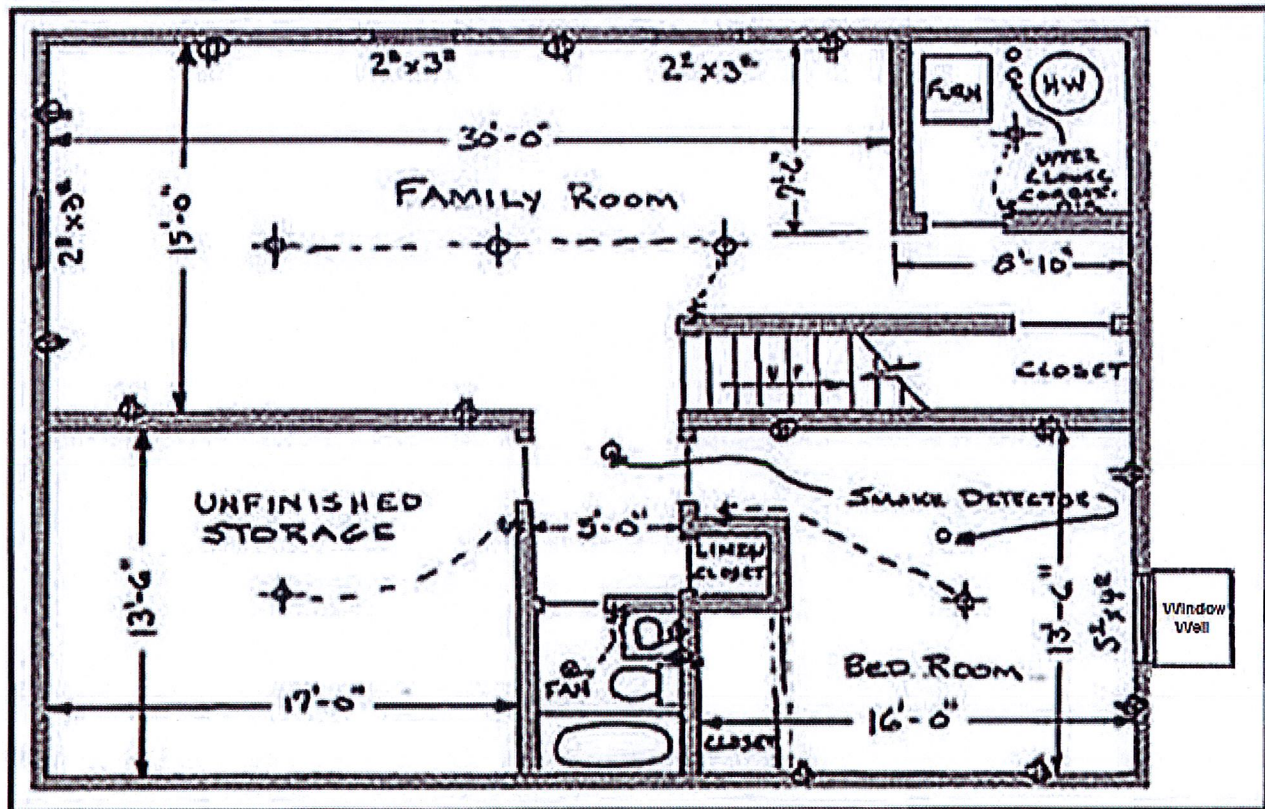
Name: _____ Signature: _____ Date: _____

Basement Development - PBI Specifications

(1) Provide a floor plan SKETCH on a separate sheet and note the following:

- ☐ Draw the **perimeter walls** of the basement and note the **total area to be developed** (ft² or m²).
- ☐ Draw the **room layout** (existing and proposed rooms) and show the **location of the stairs** (note width.)
- ☐ Note the **dimensions of all rooms** (indicate ft or m).
- ☐ Label the **intended use of each room** (e.g. Rec Room, Bathroom, Bedroom, Utility, Office, Storage, etc.)
- ☐ Show all **walls, partitions, closets, doorways and windows**.
- ☐ Draw the **door swing direction** on all doorways and note the **door width**.
- ☐ Note the **window sizes** for each basement window and note the **window opening type** in each bedroom.
- ☐ If applicable, show the **proposed fireplace location and type** (i.e. natural gas, wood burning, electric, etc.)
- ☐ Using symbols, note the locations of **smoke alarms** (⊙) and **CO alarms** (Θ) (combine symbols for combination units.)
- ☐ For **bathrooms**, show the locations of **fixtures** (sink, toilet, tub) and **exhaust fan**.
- ☐ For **kitchenettes**, note the location of **cabinets, counters, sinks, and appliances, including cooktops**.
- ☐ For **secondary suites**, please submit architectural drawings prepared by an experienced designer, as NBC requirements are significantly different for secondary suites than basement developments.

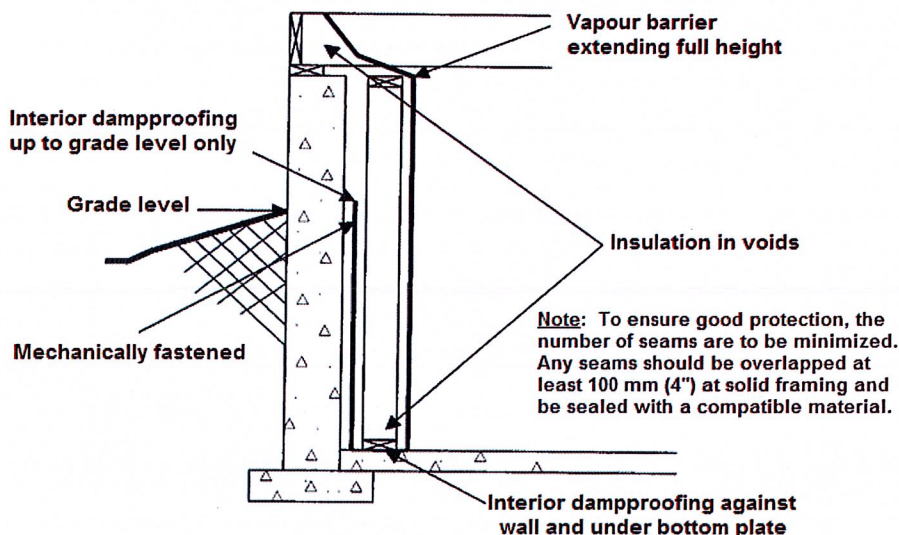
Sample Floor Plan



- ☐ Answer all questions on page 2 and submit with your floor plan.
- ☐ Please contact PBI at (306) 536-1799 if you have any questions.

Owner Name: _____ Municipality: _____
 Owner: (Cell) (306) _____ (H) (306) _____ Jobsite Address: _____

**Foundation Wall
Vapour Barrier & Interior Dampproofing**



(2) Complete the information below regarding the proposed development:

Total Area Being Developed (indicate ft² or m²): _____

Foundation Perimeter Walls Are Currently:

- ☐ Exposed ☐ Framed ☐ Insulated
☐ Vapour Barrier ☐ Sheathed ☐ _____

Protection from Dampness:

- ☐ PT Bottom Plate ☐ Poly / Sill Gasket ☐ _____

Bedroom/Sleeping Room Window Types:

- ☐ Casement ☐ Awning-Inswing ☐ Awning-Outswing
☐ Slider ☐ _____

Bedroom Window Sizes: (Note below as W" x H")

1 _____ 2 _____ 3 _____

Bedroom Window Unobstructed Opening:

1 _____ 2 _____ 3 _____

(Openable portion must not be less than 0.35m² (3.8 ft²) in area, with no dimension less than 380mm (15"), and must have 760mm (30") minimum clearance space in the window well when window is in the open position.)

Door Sizes (W" x H") and Quantity (note below)

- ☐ 24" x 78" ☐ 30" x 78" ☐ 32" x 78"
 (min-bathroom) (min-bedroom) (min- furnace room)

_____ # _____ # _____

Secondary Suite Proposed?

- ☐ No ☐ Yes

(If Yes, please provide a floor plan prepared by an experienced designer.)

Stairs Protected By:

- ☐ Wall ☐ Guards-36" H ☐ _____

Proposed Ceiling Type:

- ☐ Suspended ☐ Gyproc ☐ _____

Proposed Ceiling Height: (NBC minimum noted)

- ☐ 2.1m (6'-11") ☐ _____

Fireplace:

- ☐ None ☐ Natural Gas ☐ Electric
☐ Wood Burning (stove or insert) ☐ _____

(Submit manufacturer's installation specifications with application)

Smoke Alarm Installed In:

- ☐ Bedroom(s) ☐ Hallway ☐ Common Area

Carbon Monoxide (CO) Alarms Installed:

- ☐ In Bedroom(s) ☐ Within 16' of each bedroom door

Proposed Bathroom:

- ☐ None ☐ 2 piece ☐ 3 or 4 piece

Bathroom Fan Exhausts To:

- ☐ Outdoors ☐ House Ventilation System (HRV)

Kitchen Fan Exhausts To:

- ☐ Outdoors ☐ House Ventilation System (HRV)