



## R.M. of Edenwold No. 158

Email: info@edenwold-sk.ca

Phone: (306) 771-2522

Fax: (306) 347-2970

### Building Permit Application

Civic Address:	Subdivision:	Permit Number:
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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 <sup>2</sup> or m <sup>2</sup> (circle one)	Second Floor:  ft <sup>2</sup> or m <sup>2</sup> (circle one)	Basement:  ft <sup>2</sup> or m <sup>2</sup> (circle one)	Accessory/Other:  ft <sup>2</sup> or m <sup>2</sup> (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 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)



## Third Party Costs Acceptance Form

I, \_\_\_\_\_ of \_\_\_\_\_  
(please print name) (city, province)

do hereby authorize the Rural Municipality of Edenwold No. 158 to invoice third party costs to me in accordance with the Planning Fees Services Bylaw, which states that the Applicant shall be solely responsible for all of the costs associated with:

1. Fulfilling public notification requirements, including the cost of advertising and notifying stakeholders;
2. Engagement of required planning, engineering, legal, or other professional expertise necessary to review an application and/or implement Council's decision, including the cost of preparing agreements;
3. The cost per parcel to view land titles and plans of subdivision of the property proposed for development, amendment, or subdivision; and
4. Registration of an interest on the title of the property proposed for development, amendment, or subdivision as prescribed by the Information Services Corporation (Land Titles).

The information on this form is being collected under the authority of Section 27(a) of the *Local Authority Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of invoicing costs to the Applicant regarding their application.

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Applicant Signature

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Date

# Development Permit Application



100 HUTCHENCE ROAD, EMERALD PARK, SASKATCHEWAN, S4L 1C6 • PH: 306-347-2965 • FAX: 306-347-2970

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

\* Please note a proposed change in use may require a Building Permit Application for occupancy review.

# Development Permit Application



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<b>5. Site Servicing:</b> 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)
<b>6. Surrounding land uses:</b>			
Are any of the following within 0.5 km of the proposed development?		<b>If yes, please provide best estimate of distance</b>	
Intensive livestock operation	<b>Yes/No</b>		
Sewage lagoon or wastewater treatment facility	<b>Yes/No</b>		
Solid waste disposal facility or landfill	<b>Yes/No</b>		
Stream or large body of water	<b>Yes/No</b>		
Anhydrous ammonia facility	<b>Yes/No</b>		
Industrial	<b>Yes/No</b>		
<b>7. Declaration by Applicant</b>			
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		
<b>Receipt #</b>			



## Letter of Authorization

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

PH: 306-771-2522

FAX: 306-347-2970

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 #**



# Commercial Permit Information Form (PIF)

Box 517 Stn. Main  
White City, SK S4L5B1  
Ph: 306-536-1799  
Fax: 306-781-2112  
[office@pro-inspections.ca](mailto:office@pro-inspections.ca)

## Municipal Office Use Only

Municipality: \_\_\_\_\_ Date: \_\_\_\_\_  
Development Approved:  Yes  No PBI Number: \_\_\_\_\_  
Geotech Required:  Yes  No Permit Expiry Date: \_\_\_\_\_  
Municipal Official: \_\_\_\_\_ Signature: \_\_\_\_\_

## Information Below To Be Completed By The Applicant

### Contact & Email Consent

Building Owner:	Home Phone:
Mailing Address:	Cell Phone:
Email Address Owner:	
Contractor:	Business:
Contact Person:	Cell Phone:
Email Address Contractor:	
Designer:	Business:
Contact Person:	Cell Phone:
Email Address Designer:	
Signature:	Date:

\* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.  
\* By signing above, I consent to email delivery to all named above of PBI reports and related documents pertaining to this building permit.  
\* By signing above, I consent to PBI sharing my Plan Review with my designer(s).  
\* Please note that failure to receive an emailed report or related documents does not release the property owner(s) from their responsibility to comply in all regards with the building standards (Saskatchewan Construction Code Act, Municipal Building Bylaws, and National Building Code of Canada).  
\* Note that owners should always include themselves on this form.

### Jobsite Location

Civic Address:			
Legal Land Location:	Lot(s)	Block	Plan No
OR:	Quarter Section	Township	Range
Description:			
Subdivision / Landmark:			

### Project Details

1a) <b>Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:</b>
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Accessory Building <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Demolition
1b) <b>Select Below the type of Building this Permit is for:</b>
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional
2) <b>Value of Construction</b> (Total cost to owner for the work in its completed form. Includes cost of design, all building work, materials of construction, building systems, labour, overhead, and profit of the contractor and subcontractors)
Value of Construction: _____

## Commercial - Plan Review Checklist

### Building Permit Applications for: Commercial • Industrial • Institutional • Multi-Unit or Large Residential

**NBC 2020** - National Building Code of Canada / **NECB 2020** - National Energy Code of Canada for Buildings

**NBC Part 9:** (Group C, D, E, F2, F3 buildings up to 600 m<sup>2</sup> in horizontal area and 3 storeys or less in building height)

**NBC Part 3:** (Group C, D, E, F2, F3 buildings over 600 m<sup>2</sup> or more than 3 storeys, as well as all Group A, B, F1 occupancies)

### Information Required for the Plan Review (NBC Part 9 and Part 3 Buildings):

- **Building Code Analysis Form** or Building Code Analysis Summary within the body of the designs:
  - Sufficient information for the project is required for:
    - intended use (occupancy classification(s)),
    - spatial separation and limiting distance details for proposed building or addition to the property lines (and from the proposed building or addition to any nearby buildings on the same property),
    - occupant loads,
    - egress and exiting details,
    - fire resistance ratings between assemblies,
    - fire and life safety requirements,
    - sound transmission ratings, etc.
- **Site Plan** (for proposed building, addition or alteration):
  - Please note:
    - property (lot) shape and dimensions,
    - North direction,
    - project dimensions and correct placement on the lot (also show existing building details for additions),
    - street locations and names,
    - distance to the property lines on all sides of the proposed project,
    - adjacent property details (what borders each property line (i.e. road, easement, neighbour, park, etc.)),
    - distance to other buildings on the same property, indicating:
      - location and dimensions (length, width, height, and number of storeys) of each existing building,
      - construction type of each existing building (i.e. combustible or noncombustible.), and
      - current use of each existing building on site (i.e. occupancy classification),
      - access routes for firefighting vehicles, and
      - fire hydrant location, noting its distance to the proposed building.
- **Energy Code Forms (Sealed)** (for new buildings – additions if building was constructed after Jan 1, 2019):
  - Required form(s) based on compliance option and Code edition used: **NECB** (3 forms)
  - Calculations or modelling report prepared by a professional designer must be submitted with the required forms
  - Visit [www.pro-inspections.ca/energy-codes](http://www.pro-inspections.ca/energy-codes) for required forms and details
- **Foundation Designs (Sealed):**
  - Site-specific structural foundation designs that are stamped and dated by a professional engineer licensed to practice in Saskatchewan. The designs should reference the Code edition use, as well as the:
    - project address or land location,
    - type and condition of the soil or rock, as well as groundwater conditions, and
    - Geotechnical Investigation report prepared by a qualified professional designer if required by municipal zoning or recommended by the structural engineer
- **NBC Part 4 structural designs for:**
  - post frame (i.e. pole buildings), beam and plank, plank frame wall, and log construction (NBC A-9.23.1.1.)
  - tall wall construction (if exceeds the prescriptive requirements of NBC Table 9.23.10.1.)
  - foundations (i.e. concrete with rebar, PWF, piles & grade beams, screw piles, bldgs more than 1 storey, etc.)
  - roof truss designs (NBC 4.1. for snow, wind and earthquake loads)
  - floor truss designs and LVL designs for supporting loads

- **Architectural Drawings:**
  - **Drawings must include sufficient project details**, such as:
    - floor plans for each storey,
    - exterior elevations,
    - cross sections,
    - exit locations,
    - window and door details (types, sizes and locations),
    - stair configurations,
    - barrier-free accessibility provisions,
    - mezzanine details (if applicable),
    - dimensions, location and size of all structural members in sufficient detail to enable the design to be examined,
    - firewall and/or fire separation details between assemblies, storeys, shafts and special rooms, including the location and rating of closures in fire separations,
    - provisions for fire fighting (firefighting vehicles, fire dept connections, fire suppression, water supply, etc.)
    - supplier specifications for pre-eng buildings (i.e. anchoring details, flame-spread ratings, live load details, etc.)
  - **Drawings must also indicate** the:
    - project address and owner's name.
    - name and address of the person responsible for the design,
    - edition of the NBC and standards to which the design conforms,
    - sufficient detail to enable the dead loads to be determined,
    - all effects and loads, other than dead loads, used for the design of structural members and exterior cladding

- **Other:**
  - Heating, Ventilation and Air Conditioning (HVAC) designs in compliance with NBC Part 6
  - Portable fire extinguisher types, sizes and locations (required)
  - CO/NO<sub>2</sub> ventilation system details (for storage and repair garages)
  - Residential Mechanical Ventilation Design Summary (CSA F326) for dwellings
  - Emergency lighting locations
  - Exit sign locations (if required)
  - Fire detection, suppression and alarm system details (if applicable)
  - Hydraulic calculations for sprinkler system design (if applicable)
  - Location of fire dampers, fire blocks, and/or fire stops (if applicable)
- **Mechanical Designs (Sealed):**
  - Mechanical drawings in conformance with NBC Part 6 that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including fire suppression and compliant energy code provisions
- **Commitment of Field Review (Sealed):**
  - All designs that have been sealed are required to have a designer conduct a field review and confirmation that construction matches design

### **NBC Part 3 Buildings Must Also Submit:**

- **Building Code Analysis Form (Sealed)** or Building Code Analysis within the body of the designs
- **Architectural Designs (Sealed):**
  - Architectural drawings that are stamped and dated by a professional designer licensed to practice in Saskatchewan and contains a proper building code analysis summary and energy code provisions
- **Structural Designs (Sealed):**
  - Structural drawings in conformance with NBC Part 4 that are stamped and dated by a professional engineer licensed to practice in Saskatchewan
- **Electrical Designs (Sealed):**
  - Electrical drawings in conformance with provincial regulations that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including details for emergency lighting, exit signs and fire alarm system (if required), as well as compliant energy code provisions for lighting
- **Commitment & Field Review:**
  - Any designs sealed by an engineer or architect must have a Commitment & Field Review form.

# Building Code Analysis Form

Required for New Buildings, Additions, Major Alterations or Changes in Occupancy

Municipality: \_\_\_\_\_ Owner Name: \_\_\_\_\_ Permit No. \_\_\_\_\_

Jobsite Address: \_\_\_\_\_ Building Code Addition: \_\_\_\_\_

Project Type:  New Building  Addition  Major Alteration  Tenant Improvement

Detail Intended Use(s): \_\_\_\_\_

Building Area (Main floor): New \_\_\_\_\_ (m<sup>2</sup>) + Existing \_\_\_\_\_ = Total Area: \_\_\_\_\_ (m<sup>2</sup>)

Number of Storeys: Above Grade: \_\_\_\_\_ Below Grade: \_\_\_\_\_ Mezzanine or 2nd Storey Area: \_\_\_\_\_ (m<sup>2</sup>)

Mezzanine Considered a Storey?  Yes  No / Building Facing No. of Streets:  One  Two  Three  Four

Building designed to:  NBC Part 9  NBC Part 3 (Note Major occupancy for fire safety): NBC 3.2.2 \_\_\_\_\_ CC/NC

(Circle one or both)

Energy Code Edition:  NECB 2020.  Addition No Energy

Compliance Option:  Prescriptive  Trade-Off  Performance

Major Occupancy Classification(s): (Check below all that apply to this building)

A1  A2  A3  A4  B1  B2  B3  C  D  E  F1  F2  F3

Adjoining Major Occupancy Classifications (if any): \_\_\_\_\_

## Spatial Separation: (Provide detail for each wall of proposed building.)

Exterior Wall	Limiting Distance (m)	Area of EBF (m <sup>2</sup> )	L:H Ratio	% UPO (Allowed)	% UPO (Actual)	Construction Required	Cladding Required	FRR Required

EBF - Exposing Building Face / L:H - Length to Height Ratio / UPO - Unprotected Openings / FRR - Fire Resistance Rating

Occupant Load: \_\_\_\_\_ Water Closets proposed (#): Universal: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

## Egress and Exits:

Number of Exits Required: \_\_\_\_\_ Floor Area(s): \_\_\_\_\_ Mezzanine(s): \_\_\_\_\_ Exit Width (mm): \_\_\_\_\_  
Maximum Travel Distance (m): \_\_\_\_\_ Floor Area(s): \_\_\_\_\_ Mezzanine(s): \_\_\_\_\_ Exit Height (mm): \_\_\_\_\_

## Fire Resistance Ratings (Provide required FRR for each applicable in minutes/hours):

Floors	Mezzanine	Roof	Bearing Assemblies
Public Corridors	Exit Stairways	Firewalls	Furnace Rooms
Storage Rooms	Storage Garages	Repair Garages	Occupancy Separations
Suite Separations	Janitor Rooms	Common Laundry	Elevator Shafts
Basement	Service Shafts	Service Space	Welding
Other (specify):		Other (specify):	

## Other Requirements: (Check Yes or No for each item)

Barrier-Free Access required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lighting required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standpipe & Hose System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Exit Signs required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Dampers required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Dampers Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attic Fire Stops required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Stops required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguishers required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Alarms required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Dept Response less than 10 min?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CO Alarms required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Hydrant required/ on site plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CO Ventilation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Lane meeting Requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NO <sub>2</sub> Ventilation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Connection Being Provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Material Storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Power provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kitchen meeting NFPA 96?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Sound Transmission Class (STC) Rating:	_____

## Additional Requirements / Notes:

**Designer Information:** (Qualified professional designer (Part 3) or competent designer (Part 9 only) who completed this form)

Designer's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

## Occupancy Load Declaration Form

**Municipality:** \_\_\_\_\_

**Project Type:** \_\_\_\_\_

**Building Owner:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Job Site Address:** \_\_\_\_\_

### Occupancy Loads

The National Building Code defines "Occupant Load" as, "***the number of persons for which a building or part thereof is designed.***" This number is determined by the National Building Code 3.1.17 unless it can be shown that the area will be occupied by fewer persons. The owner must show the reduced occupant load in the designs and have it posted in the building.

### Occupancy Classification of building:

A1  A4  F1

A2  D  F2

A3  E  F3

**Maximum occupant load owner is committing to for the respective building:** \_\_\_\_\_

**Part of the building this maximum occupant load is pertaining to:** \_\_\_\_\_

**Quantity of water closets (male):** \_\_\_\_\_

**Quantity of water closets (female):** \_\_\_\_\_

*I, the undersigned, understand and agree to uphold the maximum occupant load stated above for the forementioned building project. I agree to post permanent signage that indicates this occupant load in a conspicuous location on the forementioned building project.*

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

## Commitment & Field Review

NBC			NECB		
2015	2020		2017	2020	

File Number

Date (YY MM DD)

To:

Municipality Name

Re:

Name of Project

Description of Project

Civic Address or Land Location of Project Site

### Section A: Letter of Commitment

The undersigned hereby undertakes to be responsible for design and field reviews of the following components by confirming, through documentation, that any registered professionals delegated design and field reviews are competent to perform their responsibilities.

**(initial items listed below that apply to this registered professional)**

National Building Code of Canada & National Plumbing Code of Canada

Architecture  Structural Engineering  Mechanical Engineering

Electrical Engineering  Geotechnical Engineering  Alternative solution

National Energy Code of Canada for Buildings

Part 3  Part 4  Part 5

Part 6  Part 7  Part 8

Other (specify)

\_\_\_\_\_

The undersigned also undertakes to notify the authority having jurisdiction in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction.

I certify that I am an architect or engineer, as defined in The Construction Codes Act, and am licensed to practice in Saskatchewan.

(Affix Professional Seal Below)

Professional's Name & Discipline (Print)

Company Name (If the registered professional is a member of a firm)

Address (Mail, City/Town, Province, Postal Code)

Phone

Email

Signature of Registered Professional

Date

### Section B: Field Review

I hereby give assurance that:

- a) I have fulfilled my obligations for field review as initiated in Section A:
  - i. Subsection 15(1) of The Building Code Regulations, and/or
  - ii. Section 6 of The Energy Code Regulations,
- b) Those components initiated in Section A substantially comply with the plans and supporting documents submitted in support of the application for the building permit; and as modified by subsequent site instruction and/or change orders; and
- c) I certify that I am an architect or engineer, as defined in The Construction Codes Act, and am licensed to practice in Saskatchewan.

(Affix Professional Seal Below)

Professional's Name & Discipline (Print)

Company Name (If the registered professional is a member of a firm)

Signature of Registered Professional

Date

Comments or Occupancy limitations

Note: The above letters must be signed by a registered professional. An Architect or Engineer is defined as:

- a) a person who is registered or licensed to practice as a professional engineer under The Engineering and Geoscience Professions Act, or
- b) a person who is registered or licensed to practice as an architect under the Architects Act.