



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:
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.



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.

Applicant Signature

Date



Rural Municipality of Edenwold No. 158
Sign Permit Application Form

Applicant	Business/Organization/Event being advertised:	
Location		
Text to be included on sign		
Sign Dimensions: ____cm x ____cm		Height of sign once installed: ____cm
Please note: ○ Portable signs are not to be placed in any sight-line triangles or on a public right-of-way. ○ All signs must be placed on private property. ○ Third party temporary signage is not permitted.		

I hereby agree to comply with Section 4.23 of the Zoning Bylaw No. 2019-20 of the RM of Edenwold and understand that any in contravention of this Bylaw may be removed by the Municipality.	
Applicant's Signature: _____ Date: _____	
Property Owner's Signature: _____ Date: _____ (If different from applicant)	

Development Permit Application



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

PH: 306-347-2965 •

FAX: 306-347-2970

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:	

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

Development Permit Application



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

• PH: 306-347-2965

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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 #

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)

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: _____ Mailing Address: _____ Email Address Owner: _____	Home Phone: _____ Cell Phone: _____
Contractor: _____ Contact Person: _____ Email Address Contractor: _____	Business: _____ Cell Phone: _____
Designer: _____ Contact Person: _____ Email Address Designer: _____	Business: _____ Cell Phone: _____
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 Meridian	Description: _____ Subdivision / Landmark: _____
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Project Details

1a) Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review: ☐ New Building ☐ Addition ☐ Renovation ☐ Accessory Building ☐ Tenant Improvement ☐ Demolition	1b) Select Below the type of Building this Permit is for: ☐ Commercial ☐ Industrial ☐ Institutional
2) Value of Construction (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 m² in horizontal area and 3 storeys or less in building height)

NBC Part 3: (Group C, D, E, F2, F3 buildings over 600 m² 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 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/NO2 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.

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 initialed 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 initialed 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.