



## 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 <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 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



# Move Permit Application

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Legal Land Description - Lot: \_\_\_\_\_ Blk/Par: \_\_\_\_\_ Plan No.: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ W2

## 1. Property Owner Information *(if different from applicant)*

Property Owner's (P.O.) Name: \_\_\_\_\_  
P.O.'s Email: \_\_\_\_\_ P.O.'s Phone #: \_\_\_\_\_  
P.O.'s Mailing Address: \_\_\_\_\_

## 2. Contractor Information *(if different from applicant)*

Contractor's Name: \_\_\_\_\_  
Contractor's Email: \_\_\_\_\_ Contractor's Phone #: \_\_\_\_\_  
Contractor's Mailing Address: \_\_\_\_\_

***Please contact the RM Office before your move to arrange a building inspection  
and review permit requirements.***

## 3. Move Information - Current Location

Civic Address of Current Building Location (if different from above):  
\_\_\_\_\_

Legal Land Description of Current Building Location (if different from above):  
\_\_\_\_\_

## 4. Move Information - Future Location

Civic Address of Future Building Location:  
\_\_\_\_\_

Legal Land Description of Future Building Location:  
\_\_\_\_\_

Move Start Date: \_\_\_\_\_ Move Completion Date: \_\_\_\_\_



## Move Permit Application

### 5. Building Information

Building Dimensions - Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Proposed route for move (attach map if necessary):  
\_\_\_\_\_

### 6. Permit Conditions

Permission is hereby granted to \_\_\_\_\_ to move a(n) \_\_\_\_\_  
from civic address (legal land description) \_\_\_\_\_  
to civic address (legal land description) \_\_\_\_\_  
in accordance with all developer and municipal regulations and the following conditions:

1. That all necessary provincial and municipal permits are obtained from each municipality affected for the safe and efficient transportation of the structure.
2. The site shall be remediated to its pre-development condition and to the satisfaction of the RM of Edenwold. The applicant shall contact the RM to arrange a site visit once remediation is complete.
3. For structures requiring a building permit, there will be a regular schedule for inspections by the building official. The applicant is responsible for scheduling these inspections as the work progresses.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Development Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_

Fee Submitted: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Permit #: \_\_\_\_\_



FAX: 306-347-2970

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

\* 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 •

FAX: 306-347-2970

## 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 #**

## Residential Permit Information Form (PIF)

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

### Municipal Office Use Only

<b>Municipality:</b> _____ <b>Development Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Geotech Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Municipal Official:</b> _____	<b>Date:</b> _____ <b>PBI Number:</b> _____ <b>Permit Expiry Date:</b> _____ <b>Signature:</b> _____
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### Information Below To Be Completed By The Applicant

#### Contact & Email Consent

<b>Building Owner:</b> _____  <b>Mailing Address:</b> _____  <b>Email Address Owner:</b> _____	<b>Home Phone:</b> _____  <b>Cell Phone:</b> _____
<b>Contractor:</b> _____  <b>Contact Person:</b> _____  <b>Email Address Contractor:</b> _____	<b>Business:</b> _____  <b>Cell Phone:</b> _____
<b>Signature:</b> _____ <b>Date:</b> _____	

\* 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.  
 \* 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

<b>Civic Address:</b> _____  <b>Legal Land Location:</b> _____  Lot(s) _____ Block _____ Plan No _____  or: Quarter Section _____ Township _____ Range _____ Meridian _____  <b>Description:</b> _____  <b>Subdivision / Landmark:</b> _____	
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#### Project Details

1)	<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:	_____
<b>* Please fill in Sections 2a) plus 2b), or just Section 3)</b>		
2a)	<b>New Family Dwelling</b>	(Select One Permit Type That Best Describes the Dwelling)
	<input type="checkbox"/> New Home <input type="checkbox"/> RTM <input type="checkbox"/> Post-Move <input type="checkbox"/> Modular Home <input type="checkbox"/> Duplex Unit (Requires two Applications)	
2b)	<b>Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:</b>	
	<input type="checkbox"/> Basement Development <input type="checkbox"/> Deck <input type="checkbox"/> Attached Garage (Insulated) <input type="checkbox"/> Attached Garage (Not Insulated)	
3)	<b>Residential Building Project</b> (Separate Permit is Required for Each Project Type)	
	Year the Existing Building was Constructed: _____	
	<input type="checkbox"/> Addition <input type="checkbox"/> Attached Garage <input type="checkbox"/> Deck <input type="checkbox"/> Basement Development  <input type="checkbox"/> Renovation <input type="checkbox"/> Roof Extension <input type="checkbox"/> Sunroom <input type="checkbox"/> Secondary Suite  <input type="checkbox"/> Detached Garage <input type="checkbox"/> Accessory Building <input type="checkbox"/> Accessory Building w/Living <input type="checkbox"/> Pole Building  <input type="checkbox"/> Boat House <input type="checkbox"/> New Foundation <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Demolition	

This document must be submitted to PBI by the municipal office

## **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.