



## 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 #**



## 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](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:	
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.  
\* 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

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



# Residential Plan Review Checklist

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)

## Project Information

Municipality:	PBI Number:
Job Site Address:	Project Type:
Owner's Name:	Cell Phone:

## Residential Project Type

REQUIRED for a Plan Review	New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation (structural or exterior)	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)	Storage only - no living space & unheated
Provide <b>designs and required documents in PDF format</b> as indicated by the unshaded boxes for the project (shaded box means not required).														
A plan review must be completed by PBI <u>before</u> a building permit is issued.														
E-mail plans and documents in PDF format to the <u>municipal office</u> .														
<i>Requirements may vary for unique or larger projects. Please consult with PBI.</i>														
<b>Site Plan</b> (e.g. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)														
<b>Building Plans</b> (e.g. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)														
<b>Energy Code Forms</b> (applicable to compliance option, code edition & climate zone)														
<b>Building Designs stamped by an engineer</b> (project specific for <u>intended use</u> *)														
<b>Foundation Designs stamped by a structural engineer</b> (site specific)														
<b>Geotechnical Report</b> (if required by zoning bylaws or engineer recommendation)														
<b>PBI Specifications sheet</b> (plus all information requested in the sheets)														

## 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, etc.)

Signature:	Date:
<p>* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.</p> <p>* 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).</p>	

## RENOVATION – PBI SPECIFICATIONS

Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Owner: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

### **Residential**

Renovations typically require a building permit if there is any change to the:

- **structural framing** (e.g. cutting existing framing members or adding new framing members, etc.)
- **use** (e.g. changes to or creating bedrooms/sleeping rooms; developing new living space, etc.)
- **occupancy type** (e.g. converting a single family dwelling into a care home, or a storage garage into living space, etc.)

**(1) Please select the renovation type below that best describes your project:**

- Window replacement** (changing the size of the existing windows.)
- Window replacement** (installing new windows in bedrooms/sleeping rooms.)
- Door replacement** (changing the size of existing doors.)
- Kitchen remodeling** (changing cabinets and cooktops.)
- Removing wall(s) or cutting opening in existing wall(s)** (essentially, any reno that cuts structural members.)
- Converting a space into a bedroom or sleeping room.**
- Adding or extending a roof over a deck or other exterior space.**
- Adding a sunroom or deck enclosure.**
- Changing the size of an exterior deck or landing** (please complete the **Deck – PBI Specifications** sheet.)
- Basement development** (please complete the **Basement Development – PBI Specifications** sheet.)
- Creating a secondary suite** (please submit drawings prepared by an experienced designer.)
- Adding a bathroom.**
- Other:** \_\_\_\_\_

**(2) In the space below, please describe your renovation project in as much detail as possible:**

Date: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

**(3) On a separate sheet please provide the following, if applicable:**

- Sketch of renovation project or floor plan layout.
- Manufacturer specifications or product brochures (i.e. windows, doors, cooking appliances, etc.)
- Site plan if existing building changes shape (i.e. show placement on the lot and setbacks to property lines.)