



## 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

# 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



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 <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>	

## 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: _____
Geotech Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Expiry Date: _____
Municipal Official: _____	Signature: _____

### 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>Designer:</b> _____  <b>Contact Person:</b> _____  <b>Email Address Designer:</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.  
 \* 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

<b>Civic Address:</b> _____  <b>Legal Land Location:</b> _____  <div style="display: flex; justify-content: space-between;"> <span>Lot(s)</span> <span>Block</span> <span>Plan No</span> </div> <p style="text-align: center; margin: 5px 0;">OR:</p> <div style="display: flex; justify-content: space-between;"> <span>Quarter Section</span> <span>Township</span> <span>Range</span> <span>Meridian</span> </div>	<b>Description:</b> _____  <b>Subdivision / Landmark:</b> _____
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#### 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/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.



# Solar Panels - PBI Specifications



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

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

## Solar Photovoltaic (PV) or Water Heating (SHW) Installation

### (1) Provide the following documents with your application, where applicable:

- ☐ **Product listing** from supplier(s) verifying that all components to be installed are **CAN/ULC certified**.
- ☐ **Manufacturer specifications** for PV and/or SHW components (i.e. design and installation requirements).  
\*\*\* Note that SHW systems must be installed in accordance with Saskatchewan Plumbing Regulations.  
**Battery storage**, if applicable, must indicate ventilation & space clearance requirements.
- ☐ **Electrical line diagrams** for solar PV installations. **(NOTE: Commercial installations require P.Eng. seal)**  
\*\*\* Note that all solar PV installations require an **electrical permit** from SaskPower.
- ☐ **Roof truss** designs (engineer-stamped) or letter from a Structural Engineer (project-specific).  
**Engineer designs or letter** must indicate: (a) that their review conforms to NBC 2015 - Part 4, (b) anticipated dead loads (e.g. weight of panels, supports and racking), (c) anticipated live loads (e.g. snow and wind loads for the area), (d) maximum anticipated point load on framing members, (e) maximum panel array height above surface of roof (re: uplift and forces on mounting attachments), and (f) additional structural information relevant to the project.
- ☐ **Roof-mount plan and layout**, indicating: (a) roof surface type and dimensions, (b) panel and anchor layout, noting dimensions, spacing and weight, (c) method of attachment, (d) distance between roof surface and underside of panels, if parallel-mounted, (e) maximum height above roof ridge, if tilt mounted, (f) racking/rail lengths and details (g) flashing and sealant type, (h) provisions for fire fighting, and (i) additional structural information relevant to the project.

### (2) Complete the information below regarding the proposed installation:

#### Installation (Building or Property Type):

☐ Residential ☐ Commercial ☐ Industrial

#### Solar Panel Type: (Select all that apply)

☐ Photovoltaic ☐ Water Heating ☐ \_\_\_\_\_

#### Solar Service Type: (Select all that apply)

☐ Grid-Tied ☐ Battery Storage (off-grid)  
☐ Water Heating ☐ \_\_\_\_\_

#### Mounting Location:

☐ Roof (sloped) ☐ Roof (flat) ☐ Canopy  
☐ Ground ☐ Pole ☐ \_\_\_\_\_

#### Foundation Type (for ground, pole or canopy):

☐ Concrete Piles ☐ Screw Piles ☐ Concrete Slab

\*\*\* Engineer-stamped foundation designs are required.

#### Panel Orientation

☐ Portrait ☐ Landscape ☐ \_\_\_\_\_

#### Mounting Type:

☐ Flush ☐ Parallel ☐ Ballasted  
☐ Fixed Tilt ☐ Tracking ☐ \_\_\_\_\_

#### If Tilted, Maximum Height above Roof Ridge:

☐ \_\_\_\_\_

#### Roof Truss or Rafter Spacing:

☐ 16" o.c. ☐ 24" o.c. ☐ \_\_\_\_\_

#### Roof Trusses or Rafters:

☐ Solar Ready Roof Trusses (Engineered)  
☐ Roof Trusses (Engineered but not built solar ready)  
☐ Rafters  
☐ \_\_\_\_\_

#### Name of Truss Manufacturer or Engineer:

☐ \_\_\_\_\_

Roof Slope (Pitch): (e.g. 4/12) ☐ \_\_\_\_\_

#### Roof Sheathing Type & Thickness:

☐ OSB ☐ Plywood ☐ \_\_\_\_\_  
☐ 3/8" ☐ 7/16" ☐ \_\_\_\_\_

#### Roof Surface/Shingle Type:

☐ Asphalt ☐ Metal ☐ \_\_\_\_\_

#### Array Directly Fastened To:

☐ Truss/Rafter ☐ Blocking ☐ \_\_\_\_\_

#### Racking Type:

☐ Railed ☐ Rail-free ☐ Shared-rail

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.