



## 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
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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.**

## Residential Permit Information Form (PIF)

**Municipal Office Use Only**

Municipality: _____	Date: _____
Development Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: 24- _____
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

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 \_\_\_\_\_ Plane No \_\_\_\_\_

or: Quarter Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_

Description: \_\_\_\_\_

Subdivision / Landmark: \_\_\_\_\_

#### Project Details

**\* Please fill in Sections 1a) plus 1b), or just Section 2)**

1a) **Single Family Dwelling** (Select One Permit Type That Best Describes the Dwelling)

New Home       RTM       Post-Move       Modular Home       Duplex Unit

1b) **Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:**

Basement Development       Deck       Attached Garage (Insulated)       Attached Garage (Not Insulated)

2) **Residential Building Project** (Separate Permit is Required for Each Project type)

Addition       Attached Garage       Deck       Basement Development

Renovation       Roof Extension       Sunroom       Secondary Suite

Detached Garage       Accessory Building       Accessory Building w/Living       Pole Building

Boat House       New Foundation       Retaining Wall       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

## Project Information

<b>Municipality:</b> _____	<b>PBI Number:</b> 24- _____
<b>Job Site Address:</b> _____	<b>Project Type:</b> _____
<b>Owner's Name:</b> _____	<b>Cell Phone:</b> _____

## 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 egress)	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
<p style="text-align: center;"><b>REQUIRED for a Plan Review</b></p> <p>Provide <b>designs and required documents in PDF format</b> as indicated by the unshaded boxes for the project (shaded box means not required).</p> <p>A plan review must be completed by PBI <u>before</u> a building permit is issued.</p> <p style="color: red; text-align: center;">E-mail plans and documents in PDF format to the <u>municipal office</u>.</p> <p style="color: red; text-align: center;">Requirements may vary for unique or larger projects. Please consult with PBI.</p>														
<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)														
<b>Information Below is Required BEFORE THE FRAMING INSPECTION</b>														
<b>Engineer-stamped roof truss designs &amp; layouts</b> (NBC compliant)														
<b>Engineer-stamped floor truss and/or LVL designs &amp; layouts</b>														
<b>Fireplace or Wood Stove Manufacturer Specifications</b>														
<b>Residential Mechanical Ventilation Design Summary</b>														

\* **Pole Building** (Please detail intended use. Note if vehicles will be repaired in the building, if building is for personal or business use, etc.)

<b>Signature:</b> _____	<b>Date:</b> _____
<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>	

# Development Permit Application



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

PH: 306-771-2522

FAX: 306-347-2970

<b>DP #</b>	<b>BP #</b>
<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>	
Current Zoning:	
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:	

# Development Permit Application



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

PH: 306-771-2522

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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?	Yes/No	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

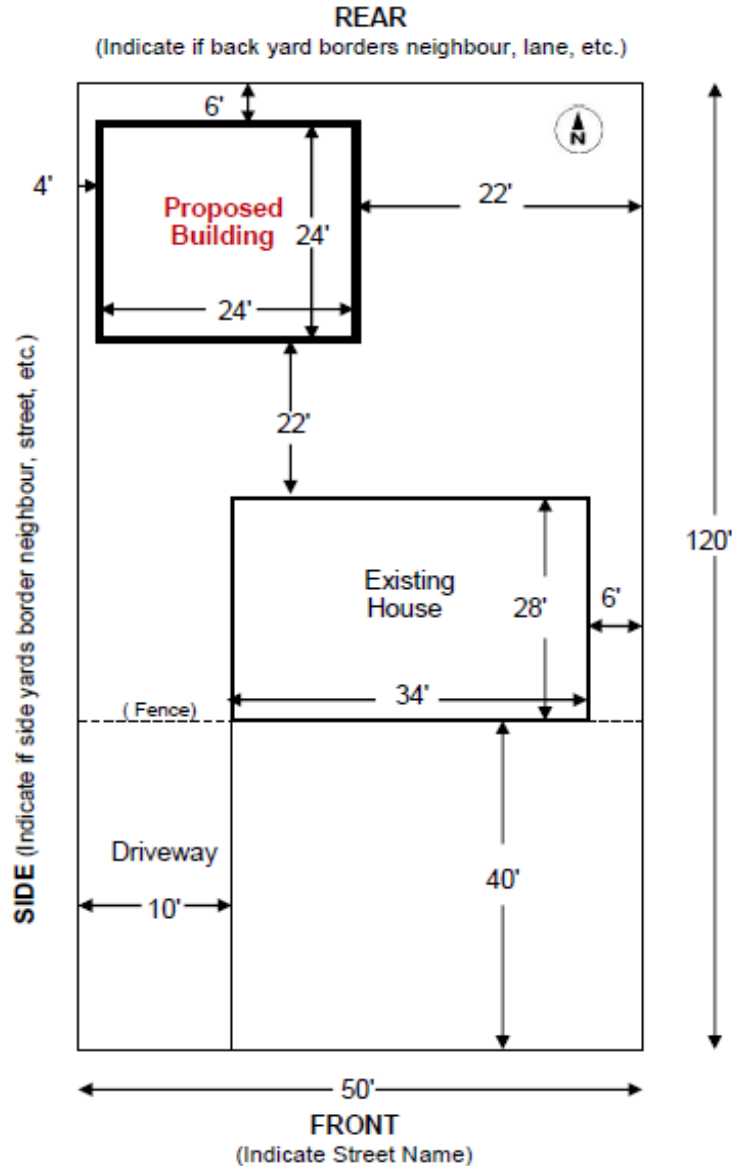
act on by (our) behalf in applying for a Development Permit for the above subject property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Development Permit #**

## Residential – Sample Site Plan



# Covered Deck PBI Specifications

## Project Information

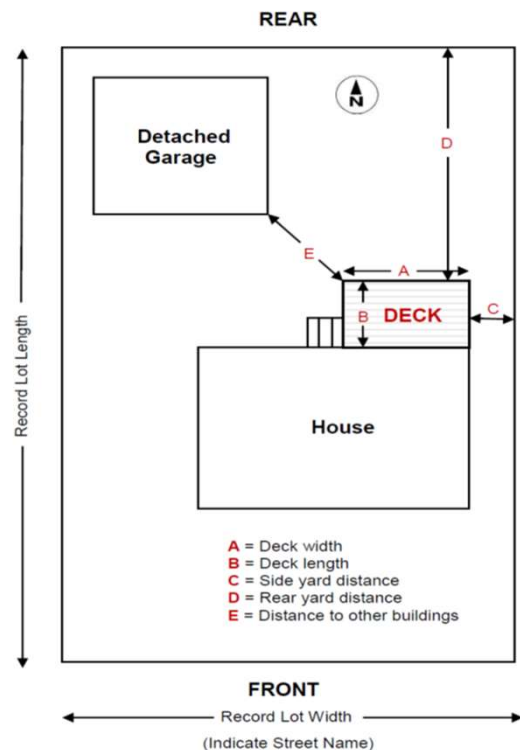
<b>Municipality:</b> _____	<b>PBI Number:</b> 24- _____
<b>Job Site Address:</b> _____	<b>Project Type:</b> _____
<b>Building Owner:</b> _____	<b>Cell Phone:</b> _____

### 1) Provide a SITE PLAN sketch on a separate sheet and note the following:

- Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- Indicate the **North** direction.
- Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- Label the **street/road name** in the front yard.
- Note what **borders the property** on each side (lane, neighbour, street, park, etc.)
- Draw the **house** on the lot (to scale)
- Draw the **size, shape & location of deck** on the lot (to scale), **including stairs**.
- Note the **deck dimensions** (ft or m) - (A) Width (rear facing) / (B) Length (side facing)
- Note the **distance** of the deck to the side (C) and rear (D) **property lines** (ft or m)
- Draw any **other buildings** on the same lot (e.g. detached garage, shed, etc.)
- Note the closest **distance** of the deck to **other buildings** (E) on the same property.
- Show the **direction of decking material** (horizontal, diagonal, etc.)

### My Site Plan

### Site Plan Example



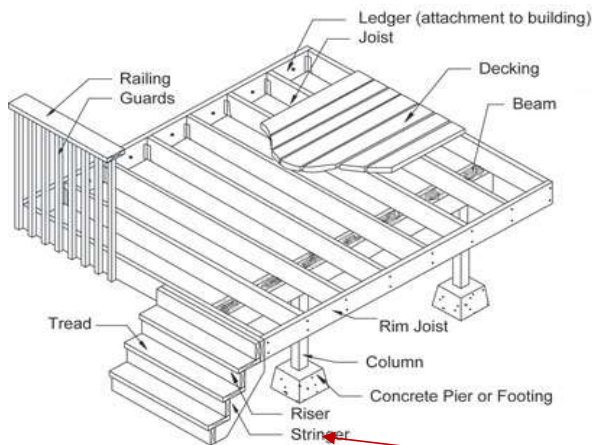
Contact PBI at (306) 536-1799 if you have any questions.



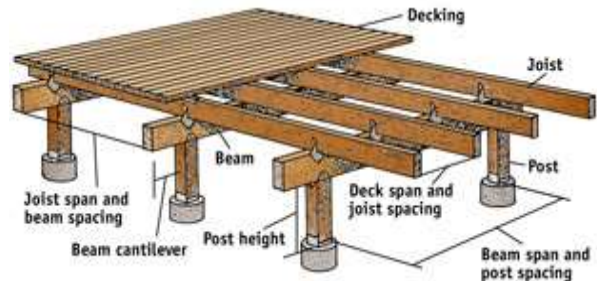
**2) Provide a SKETCH of the deck plan on a separate sheet, indicating:**

- Dimensions of deck (**length, width, and height** above ground)
- Label **ledger** board location
- Direction of **joists** (note joist size, spacing and span)
- Size of **joist cantilever** (length of joist overhang past beam)
- Location of **columns** (note column size and spacing)
- Foundation** type supporting columns (note type, size, and depth)
- Direction of **beams** (note beam size and number of plies)
- Location and width of **stairs** (minimum stair width must be 36")
- Number of stair **risers** and riser height (rise must be between 5" to 7-7/8" high and be of uniform size for all steps)
- Width ("run") of stair **treads** (tread must be between 10" - 14" wide and be of uniform size for all steps)
- Height of **guards** (minimum guard height is 36" with no openings larger than 4". Guards may be required on both sides of stairs.)
- Direction of **decking** (note decking type and thickness)

**Summary of Terms:**



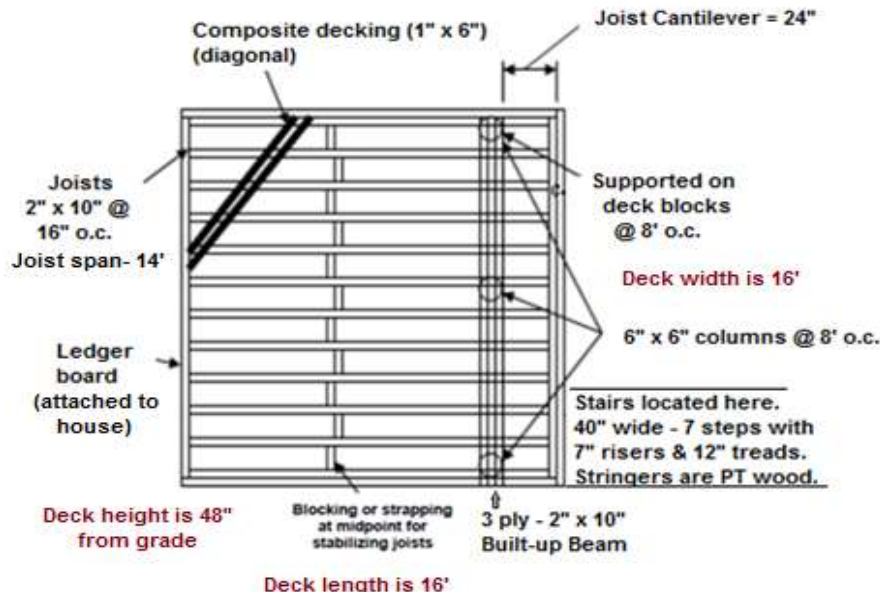
**How to Measure Distances:**



\* **Note:** Wall and/or guards are required on both sides of the stairs if there are 4 or more risers.

Below is an example of how to draw and label your deck plan.

- Include all information requested above.
- \*\*\* Also complete the checklist on page 3 and submit with your deck plan.



**3) Complete ALL information below and submit with your deck plan:**

**Support:**

- Attached to dwelling or other building (ledger board)
- Detached

**Walking Surface Height Above Grade/Ground:**

- 24" or less (No guards or stair handrails required)
- 24.1" - 72" (36" high guards and stair handrails required)
- Over 72" (42" high guards, stair handrails and piles required)
- Over 13'-9"

**Clearance from Deck to Overhead Wires:**

- \_\_\_\_\_ feet (from walking surface to wires)

**Joist Size:**

- 2" x 6"
- 2" x 8"
- 2" x 10"
- 2" x 12"

**Joist Spacing:**

- @ 12" o.c.
- @ 16" o.c.
- @ 24" o.c.

**Joist Span: (Beam Spacing)**

(Distance between beams or house to beam)

- Up to 8 ft.
- 8' - 10'
- 10' - 12'
- 12' - 14'
- 14' - 16'
- 16' - 18'
- 18' - 20'
- Over 20 ft - see Span Table

**Deck Joist - Sizing Table**

Joist Span	12" oc	16" oc	24" oc
Up to 8'	2" x 6"	2" x 6"	2" x 6"
8'-10'	2" x 6"	2" x 6"	2" x 8"
10'-12'	2" x 8"	2" x 8"	2" x 8"
12'-14'	2" x 8"	2" x 10"	2" x 10"
14'-16'	2" x 10"	2" x 10"	2" x 12"
16'-18'	2" x 12"	2" x 12"	
18'-20'	2" x 12"		

Over 20' see span tables in National Building Code

**Joist Cantilever: (joist overhang distance past beam)**

- \_\_\_\_\_ inches

**Column (Post) Size (Minimum 6"X6"):**

- 2" x 6"       2 ply
- 2" x 8"       3 ply
- 2" x 10"      4 ply
- 2" x 12"      5 ply
- 6" x 6"
- Steel telepost
- Other: \_\_\_\_\_

**Column (Post) Height:**

- Less than 24"
- 24" - 48"
- 48" - 72"
- Over 72" (requires piles for foundation support)

**Foundation Support:**

- Site specific concrete pile engineered foundation
- Site specific screw pile engineered foundation

**Beam Size:**

- 2" x 6"
- 2" x 8"
- 2" x 10"
- 2" x 12"
- Other: \_\_\_\_\_

**No. of Plies**

- 2 ply
- 3 ply
- 4 ply
- 5 ply

**Beam Span: (Column Spacing)**

(Distance between columns supporting beams)

- Less than 6'
- 6' - 8' span
- 8' - 9'
- 9' - 10'
- 10' - 11'
- 11' - 12'
- 12' - 13'
- 13' - 14'
- Other: \_\_\_\_\_

**Beam Cantilever: (beam overhang distance past column)**

- \_\_\_\_\_ inches

**Decking Material Type:**

- Wooden Deck Boards (Treated or Cedar)
- Composite
- Vinyl
- Other: \_\_\_\_\_

**Stair Stringers Made of:**

- Pressure Treated Lumber
- Metal
- Other: \_\_\_\_\_

**Number of Stair Risers:**

- 0 - 3       4 - 9       10 or more

**Building Roof Over Deck**

- Yes-Trusses (Engineer foundation & roof truss designs req'd.)
- Yes-Rafters (Engineer foundation designs are required.)

**Roofing material**

- Plywood       Chip board       Strapped
- Shingles       Tin
- Other: \_\_\_\_\_

**Deck Enclosure? (If yes, indicate if insulated or not)**

- No
- Yes - Wood frame enclosure
- Yes - Manufactured sunroom enclosure
- Not insulated
- Insulated (requires energy code compliance)