
Building Permits Requirements

Building Permits:

- Building Permits need to be approved prior to the commencement of construction
- The Construction Codes Act (CCA) outlines the roles and responsibilities of municipalities, owner, contractors, and appointed authority in Saskatchewan
- When you apply for a building permit, a Plan Examination Report will be completed by the local authority
- If construction is started prior to having an approved building permit it could result in additional costs to the owner for corrections to the project

How to Apply for a Building Permit:

- Apply for a Development Permit at the Municipal Office
- Once the development permit is approved, apply for a Building Permit at the Municipal Office
 - When applying, please ensure you attach your site plan, drawings, checklists and energy compliance information, if applicable
 - Always include your email address
 - If you do not include the value of construction for the project, *MuniCode* Services will calculate the value based on industry standards
- Please note, more requirements may be required once the review has started, through a rejection (email)
- Once all information is provided, then:
 - *MuniCode* Services Ltd. will provide a Plan Examination Report if there is enough information to review the building permit application. *MuniCode* Services sends the Plan Examination Report and any related forms and inspection schedule to the municipality.
 - The municipality will contact the owner to pick up and pay for the building permit.
 - Please note the plan examination report is a condition of your permit and should be provided to your trades.
 - Call *MuniCode* Services to book your inspections.

TOWN OF RADVILLE

Schedule "A"

APPLICATION FOR A DEVELOPMENT PERMIT

Date: _____		For Municipal Use	Permit Number: _____
Roll No. _____	Received by: _____		Permit Expiry: _____

CONTACT INFORMATION

Registered Owner:

Name _____ PH: _____

Address – Mailing/Civic _____

Email _____

Contractor: Same as Registered Owner

Name _____ PH: _____

Address – Mailing/Civic _____

Email _____

Applicant: Same as Registered Owner Same as Contractor

Name _____ PH: _____

Address – Mailing/Civic _____

Email _____

Project Location

Civic Address: _____ **Legal Address:** _____

CURRENT ZONING DISTRICT: R1 R1A R2 C1 C/LI CS UH (h) (es)

Project Details

Existing Use: _____ **Proposed Use:** _____

New Construction Alteration / Repair Addition to Existing Building Accessory Building

Fence / Wall Sign Permit Change of Use to: _____

Other: _____

Mobile Home CSA Z240 Number: _____ Modular Home CSA A277 Number: _____

Town Tax Incentive Policy Application: ____ Yes, Applicable (Complete a Separate Application)

List of Required Documents	SUBMITTED?		
	YES	NO	Not Applicable
Site Plan			
Public Utility lines, easements and topographic features (<i>Incl on Site Plan</i>)			
Proposed site drainage and finished lot grades			
Location of off-street loading & parking areas			
Location of Town Utilities: Water Sanitary Sewer Main Service Line			
Building Permit Forms			
Deck Detail Sheet			
Garage Detail Sheet			
Renovation Checklist			
Plan Review Checklist			
Permit Information Form			
Other:			

CONTRACTORS	NAME	MAILING ADDRESS	CONTRACT AMOUNT (\$)
Structural			
Plumbing & Heating			
Electrical			
Painting			
Excavation & Trucking			
Roofing			
Other			

Total Amount of Contracts: \$ _____

Total Estimated Cost of Project: \$ _____

Declaration of Applicant

I, _____ certify that:
 (print name)

1. The information contained in this application, attached drawings, attached plans and specifications and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
3. I hereby agree to comply with the Zoning, Official Community Plan, Planning Statements and Building Bylaws of the municipality and acknowledge that it is my responsibility to ensure compliance with the bylaws and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the Council or its authorized representative.
4. **I acknowledge that all permits issued expire 6 months from the date of issue if the work is not commenced within that period.**
5. I agree as the property owner that I am responsible for all Development Permit and Building Permit fees; If fees are not paid within 30 days, outstanding amounts will be added to my property tax account as per the Construction Code Act.

Date

Signature of Applicant

Date

Signature of Property Owner (if different than applicant)

For Municipal Use	
<p>Development Permit:</p> <p>_____ Signature (Development Officer)</p> <p>_____ Date</p>	<p><input type="checkbox"/> Approved as a Permitted Use by the Development Officer on _____ As per section _____ of Bylaw No. _____</p> <p><input type="checkbox"/> Approved as a Discretionary Use by Council on _____ Resolution number _____ as per section _____ and subject to the following conditions:</p> <p><input type="checkbox"/> Not Permitted: the reason as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p>

REQUEST FOR SERVICES
(please print or type)

Municipality: _____

Address: _____

Municipal contact person: _____

Request for: Plan Review Inspection Inspection of existing building

Project name / type of work: _____

Project address: _____

Foundation soil classification and type: _____

Owner: _____ Telephone: _____

Email: _____

Designer: _____ Telephone: _____

Email: _____

Contractor: _____ Telephone: _____

Email: _____

Attached to this submission:

- building permit application
- site plan
- plans
- specifications
- surveyors certificate or real property report
- value of construction _____
- other (please specify) _____

Additional comments: _____

Date: _____ Signature: _____

Administrator/Clerk

Please ensure the following information is included for all building permit applications when submitted to our office. It is important to note that this list cannot be fully extensive as each project is different from the next. As well, the more information provided by the owner, the less delays in review due to requesting additional information:

- Request for Services (from the Municipality)
- Building Permit Application (completed by the Owner)
 - please ensure an email address is provided by the owner
- Value of Construction – always required to be provided
- Site Plan (completed by the Owner) that includes the dimensions of the building(s) on the site, dimensions of the site, distances to all property lines from the building measured perpendicular to the building face, and distances between all buildings on the property.
 - This is required regardless if the scope of work is for interior or exterior of the building
- Building Drawings
 - dimensioned floor plans identifying use of space;
 - ensure to include the size of all windows and doors and how they open
 - For residential application, smoke and carbon monoxide (CO) alarm locations
 - For commercial application, emergency lighting and fire extinguisher locations
 - dimensioned foundation plan identifying all elements in the foundation construction
 - Exterior elevations of all faces of the building
 - cross-section of the building including vertical dimensions; list of materials to be used in construction, interior and exterior finishes, insulation, wind and vapour barrier, etc.; and,
 - any other application information needed to construct.
- Energy Compliance Forms (if required) – not required for cold storage or accessory garages and sheds to dwellings (whether attached or detached)
 - The following buildings would be required to comply with the National Energy Code of Canada for Buildings 2017 and require an engineer or architect to seal the design information:
 - The building is 600 m² or more in building area
 - The building is used for Group A, Group B or Group F, Div. 1 or 2 occupancy

- The building contains Group D, Group E and Group F, Div. 3 floor area is greater than 300 m²
 - All forms can be found on our website <https://www.municodeservices.com/forms/>
- At this time in the province, the regulations do not require a designer to be involved in a project unless the building is 600 m² or more in building area or the building is used for Group A, Group B or Group F, Div. 1 occupancy
 - If the owner is unable to provide information that is compliant with the Codes, then our office will require that a designer be hired to provide the information.
- An engineer or architect licenced in Saskatchewan is required to be involved in a project with the following cases:
 - Part 3 buildings (ie. building area 600 m² or more, Group A, Group B or Group F, Div. 1 occupancy)
 - Energy compliance information required to comply with The National Energy Code of Canada for Buildings 2017 (as noted above)
 - Elements that do not comply with Part of the National Building Code of Canada
 - Foundation wall that exceeds the maximum backfill height
 - Foundation walls that are under the minimum backfill height
 - Dwelling foundations that consist of piles and grade beam
 - Steel beams that are not simply supported (ie continuous over multiple supports)
 - Exterior walls that are more than 4.6 m (14')
 - Steel screw piles (this is commonly provided by the supplier at installation time)
 - Glass railings that are not a tested system
- If a detached garage, attached garage, mobile/modular home or deck is applied for, please have the applicant fill out the applicable forms <https://www.municodeservices.com/forms/>
- Ventilation, Exterior Insulation and Finish Systems (EIFS) and Spray Foam insulation forms can also be found on our website <https://www.municodeservices.com/forms/>

Please call *MuniCode* Services 306-955-6355 if you have any questions.

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*.

Town of Radville, Saskatchewan

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to _____ construct, _____ alter, or _____ reconstruct a building according to the information below and to the plans and documents attached to this application.

CIVIC ADDRESS or Location of Work: _____, Radville, SK.

Legal Description Lot _____ Block _____ Plan _____

Owner _____ Address _____ Phone _____

Contractor _____ Address _____ Phone _____

Nature of Work _____

Intended use of Building _____

Size of Building _____ Length _____ Width _____ Height _____

Number of Stories _____ Fire Escapes _____

Number of Stairways _____ Width of stairways _____

Number of exits _____ Width of exits _____

Footings _____ Material _____ Size _____

Foundations _____ Material _____ Size _____

Exterior Walls _____ Material _____ Size _____

Roof _____ Material _____ Size _____

Studs _____ Material _____ Size _____

Floor Joists _____ Material _____ Size _____

Girders _____ Material _____ Size _____

Rafters _____ Material _____ Size _____

Chimneys _____ Number _____ Size _____

Material _____ Size _____

Heating _____ Lighting _____ Plumbing _____

The following forms to be completed as necessary:

- Form A2 – Attached Garages
• Form A3 – Detached Garages
• Form A4 – Decks
• Form A5 – Mobile Homes

Estimated Value of Construction (excluding site) \$ _____

Building Area (area of largest story) _____ square meters.

I hereby agree to comply with the Town of Radville bylaw respecting buildings and acknowledge that it is my responsibility to ensure compliance with all other applicable bylaws, acts and regulations including "The National Building Code", "The Uniform Building & Accessibility Standards Act" and the Town of Radville Zoning Bylaw regardless of any plan review or inspections that may or may not be carried out by the building inspector or any authorized official of the Town of Radville.

Date

Signature of Owner or Agent