
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:

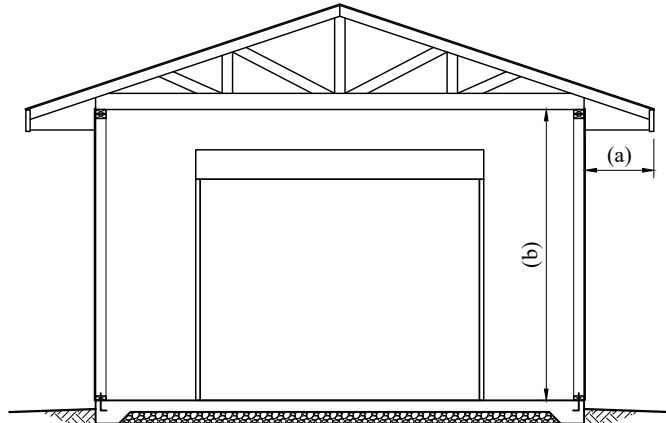
- building permit application
- site plan
- plans
- specifications
- surveyors certificate or real property report
- value of construction _____
- other (please specify) _____

Additional comments: _____

Date: _____ Signature: _____

Administrator/Clerk

DETACHED GARAGE WORKSHEET



SECTION

Please complete the following:

ROOF:

- Roofing:
 Asphalt Shingles Metal Roofing Other: _____
- Roof Sheathing:
 OSB Plywood Other: _____
- Thickness of Sheathing:
 3/8" 7/16" Other: _____
- Roof Structure:
 Pre-engineered
 Other: _____
- *Provide additional information (size, spacing, ...etc.)*
- Spacing of Trusses:
 16" o.c. 24" o.c.
- Roof Overhang (a): _____
- Roof Slope: _____

WALLS:

- Exterior Siding:
 Vinyl Stucco Other: _____
 Hardboard Metal _____
- Air Barrier:
 House Wrap Building Paper
- Wall Sheathing:
 OSB Plywood
- Thickness of Sheathing:
 3/8" 1/2" Other: _____
- Wall Framing: 2x _____ @ 16" o.c. 24" o.c.
- Height of Exterior Walls (b): _____
- Wall Anchorage:
 3/8" Bolts 1/2" Bolts
- Spacing of Bolts: _____

FOUNDATION:

- Thickened Edge Slab:
 Depth _____ x Width _____
- Other: _____
- *Provide additional information*

Lintel Size and Number of Plies for:

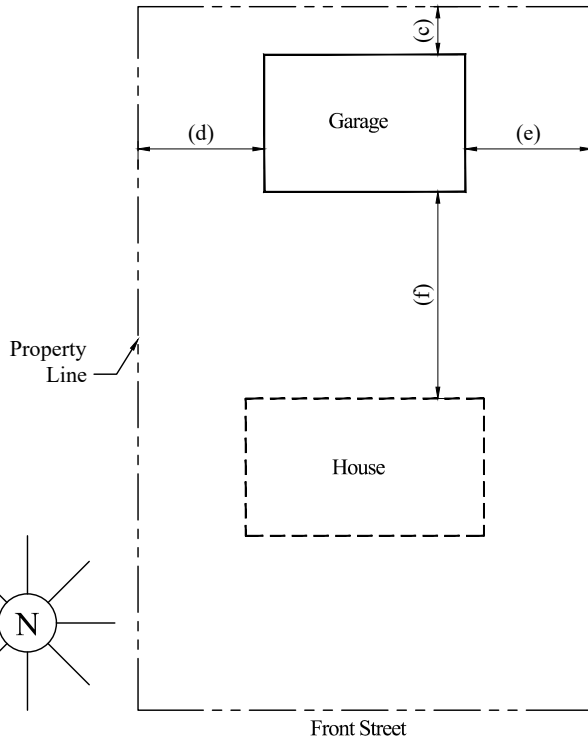
- Man Door(s): 2 3 - 2x _____
- Window(s): 2 3 - 2x _____
- Size of Window: _____ x _____
- Overhead Door(s): 2 3 - 2x _____
- Size of Overhead Door: _____ x _____

SITE PLAN:

- Size of Proposed Garage: _____
- Indicate the following:
- Distance to rear property line (c)
 - Distance to side property lines (d)(e)
 - Distance to house (f)
 - Location and size of all doors and windows (i.e. the walls in which they are installed)
 - All existing buildings on lot
 - Dimensions and shape of lot
 If not rectangular, provide actual dimensions or provide separate site plan
- NOTE: Soffit projections must not project to less than 0.45m from the property line.

INTERIOR FINISHES:

- Will the garage:
- have insulation installed Yes No
 - have vapour barrier installed Yes No
 - have interior finishes installed Yes No
 - have any plumbing fixtures Yes No
 - be heated Yes No



SITE PLAN

Owner's Name: _____ Address: _____ Municipality: _____	Provided by:
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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 _____