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## 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			
<b>Building Permit Forms</b>			
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><b>Development Permit:</b></p> <p>_____ Signature (Development Officer)</p> <p>_____ Date</p>	<p><input type="checkbox"/> Approved as a <b>Permitted Use</b> by the Development Officer on _____ As per section _____ of Bylaw No. _____</p> <p><input type="checkbox"/> Approved as a <b>Discretionary Use</b> by Council on _____ Resolution number _____ as per section _____ and subject to the following conditions:</p> <p><input type="checkbox"/> <b>Not Permitted:</b> 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 m<sup>2</sup> 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 m<sup>2</sup>
  - 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 m<sup>2</sup> 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 m<sup>2</sup> 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.

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