
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:

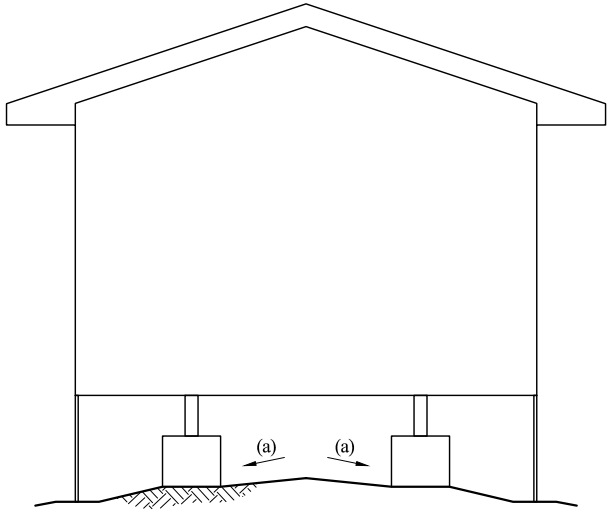
- building permit application
- site plan
- plans
- specifications
- surveyors certificate or real property report
- value of construction _____
- other (please specify) _____

Additional comments: _____

Date: _____ Signature: _____

Administrator/Clerk

MOBILE HOME WORKSHEET

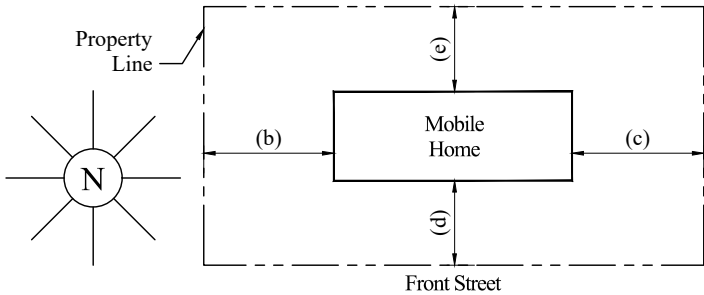


GRADING INFORMATION:

- Minimum 2% Grading (a)
- Sand/Dirt/Gravel Topping
- Poly Ground Cover
- Gravel Sub-base

MOBILE HOME MATERIAL INFORMATION:

- Roof Material: _____
- Siding Material: _____
- Skirting:
- Ventilated Insulated
- Skirting Material:
- Plywood/OSB Vinyl Metal



SITE PLAN

Please complete the following:

FOUNDATION:

- Type of Pier
- Railway Ties (_____ x _____)
 - Treated Timbers (_____ x _____)
 - Concrete Blocks
 - Wood Crib

Note:

- Piers cannot be higher than they are wide.
- Blocking is to be installed at the top of the pier on the exterior of the floor beams to prevent lateral movement.

Type of Footing (if required)

- Concrete Pad:
Length _____ x Width _____ x Depth _____
- 3 Layers of Treated 2x6 Wood Crib:
Length _____ x Width _____
- Concrete Piles:

Provide a design sealed by and architect or professional engineer licensed in Saskatchewan.

ANCHORAGE:

- Ground anchors installed 40'-0" apart
- If** ground anchors are not to be installed, then the following information is to be provided:
- Weight: _____
- Distance between floor beams: _____
- Height of pier: _____
- Width of pier: _____

SITE PLAN:

- Indicate the following:
- Distance to front property line (b)
 - Distance to rear property line (c)
 - Distance to side property lines (d)(e)
 - Label adjacent streets and alleys.
 - Indicate location of ground anchors (if applicable) with an 'X'.

INFORMATION:

The following is typically found on the inside of a kitchen cupboard or electrical panel.

- Year built: _____
- Manufacturer: _____
- Serial No.: _____
- CSA No.: _____
- Pier Spacing: _____
- Length: _____
- Width: _____

INTERIOR LAYOUT:

- Provide floor layout of mobile home labeling use of each room

Check all that apply:

- Smoke Alarm:
- In each bedroom
 - In bedroom corridor
 - Electrically operated and interconnected
 - Battery operated

- Carbon Monoxide (CO) Alarm:
- In each bedroom
 - Within 5m (16'-0") of each bedroom door, measured following corridors and doorways

- Exhaust Fan:
- In each bathroom

INTENDED RENOVATIONS (if any):

Owner's Name: _____

Address: _____

Municipality: _____

Provided by:



- Force Air Equipment** **Radiant** **No Combustion**
(Subsection 9.32.3. NBC 2020)

- Carbon Monoxide Alarms**
(Article 9.32.3.9; see also the [Government of Saskatchewan advisory](#))

Conditions:

- Is spillage susceptible equipment present in house? Yes No
- Is solid fuel equipment present in house? Yes No
- Is soil gas a problem & no mitigation system present? Yes No
- Are carbon monoxide alarms required?
(Article 9.32.3.9; see also the [Government of Saskatchewan advisory](#)) Yes No

If you answered “**No**” to all of the above, you **can** select any type of ventilation system.

If you answered “**Yes**” to one of more, you **cannot** have an exhaust only system.

Type of Ventilation System Designed: (choose type for use under this permit)

- A** Ventilation coupled with forced air, ventilation supply air and supplemental fans.
(Mixed-air calculation as per Table 9.32.3.4.(2) NBC 2020)
- B** Ventilation coupled with forced air, heat recovery (HRV) ventilation supply air and supplemental fans.
- C** Ventilation not coupled with forced air, with ventilation supply air and supplemental fans.
(May require heating of supply air)
- D** Ventilation not coupled with forced air, heat recovery (HRV) ventilation supply air and supplemental fans.
- E** Dual capacity ventilation coupled with forced air ventilation supply air and no supplemental fans – no HRV. (Mixed-air calculation as per Table 9.32.3.4.(2) NBC 2020)
- F** Ventilation coupled with forced air, heat recovery (HRV) ventilation supply air and no supplemental fans HRV must be capable of 2.5 times the principal fan speed and have a pick- up in kitchen. Grease filter required if within 10 feet of stove, switch to turn on HRV to high speed in kitchen.
- G** Exhaust only ventilation no ventilation supply air requires a forced air circulation system either stand alone or blower on forced air system. This system cannot be used if house has solid fuel, spillage susceptible appliances or soil gas problems. (Article 9.32.3.6. NBC 2020)
- H** System designed to CSA F-326 and any house with six bedrooms or more. (Clause 9.32.3.1.(1)(a) NBC 2020)

Principal Ventilation System Information:

Number of bedrooms: _____

Principal fan exhaust speed range: _____ to _____

- One: 32-48 cfm
- Two: 36-56 cfm
- Three: 44-64 cfm
- Four: 52-76 cfm
- Five: 60-92 cfm
- Six bedrooms and over is required to comply with System K (Article 9.32.3.3. and Table 9.32.3.3. NBC 2020)

Principal Ventilation System Exhaust Information:

Manufacturer/Model: _____

Principal fan exhaust speed range: _____ cfm low/cfm high _____

System F high ventilation rate 2.5 times: _____

Principal Ventilation Supply Information: (choose type for use under this permit)

- Supply side of HRV balanced within 10% (Systems B,D,F)
- Fresh air to furnace sized and mixed air circulation (Table 9.32.3.11.-A & Table 9.32.3.11.-B NBC 2020)
- Exhaust only with circulation system (System G)

Supplemental Fans Information:

Bathroom HRV provided: Yes No

Bathroom fan (50 cfm minimum) manufacturer/model: _____

Kitchen range hood or exhaust fan (100 cfm minimum) with grease filter when required: Yes No

Manufacturer/Model: _____ HVI

HRV provided with grease filter if within 3 m of cooktop (Article 9.32.3.11. NBC 2020) Yes No

Makeup Air Information:

Is spillage susceptible equipment being installed/present (Sentences 9.32.3.8.(2)-(8) NBC 2020): Yes No
If "Yes", the manufacturer/model is required

Manufacturer/Model: _____

Other Exhaust Devices Information:

Dryer cfm: _____

Other: _____ Manufacturer/Model: _____

Mixed Air Required (Calculations as per Table 9.32.3.4. NBC 2020) Yes NoThe system is designed to Subsection 9.32. NBC 2020: Yes No

- Duct work to be set out in Tables 9.32.3.11.-A & 9.32.3.11.-B or HRAI ventilation digests
- HRV Balancing is required within 10% and results visually posted on HRV unit

Property Information:

Owner/Project Name: _____

Project Address/Land Location: _____

Municipality: _____

Mechanical Contractor Information:

Company Name: _____

Address: _____

Phone: _____

Email: _____

Designer: _____ HRAI Number (if applicable): _____

Please attach any designs to this summary if applicable.

Date: _____

Name: _____

Signature: _____

This form is intended to clarify the compliance with Section 9.36. performance path.
Must be completed by a competent person who is knowledgeable, experienced, and trained in building design under Section 9.36 of the NBC and acceptable to the Authority Having Jurisdiction

Project Information	
Address:	Climate Zone: 7A
Occupancy Class:	Conditioned Space Volume (m ³):
Select Performance Tier	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3 <input type="checkbox"/> Tier 4 <input type="checkbox"/> Tier 5
Energy performance compliance path Subsection 9.36.5. & 9.36.7. applies only to: <ul style="list-style-type: none"> Houses with or without a secondary suite; Buildings containing only dwelling units and common spaces whose floor area does not exceed 20% of the floor area of the building; and <p>The full modelling report generated by an ANSI/ASHRAE 140 compliant software package or Hot 2000 software is required to be submitted.</p>	

Input parameters (not required for EnerGuide compliance)	Reference Model	Proposed Model
Airtightness (air exchanges per hour @ 50 Pa)		
Heat loss/Heat gain (not required for Tier 1)		
HRV Efficiency		
Thermal mass (MJ/m ² •°C)		
Ventilation rate (l/s)		
Fenestration and door to wall ratio (FDWR) – reference (%)		
Direction of front elevation (clearly indicate one)	<input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> E <input type="checkbox"/> SE <input type="checkbox"/> S <input type="checkbox"/> SW <input type="checkbox"/> W <input type="checkbox"/> NW	
Area of windows and doors	Front elevation (m ²)	
	Rear elevation (m ²)	
	Left elevation (m ²)	
	Right elevation (m ²)	
	Total area of windows (m ²)	
	Total area of opaque doors (m ²)	
Energy use (GJ)		

Software Information	
Software title	Version
Is software Hot2000 or ANSI/ASHRAE 140 compliant? Modelling summary reports generated for both the reference and proposed houses are required to be attached.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Compliance via Tiered Performance Results (9.36.7.) for Tier 2 or higher

Energy Performance Metrics (not Required for Energuide Compliance)	Reference Model	Proposed Model	Target Energy Performance
Total volume of conditioned space within the building or house > 300m³ and where volume is not determined			
Percent heat loss reduction (Required: ≥ 5%) (calculated by subtracting the annual gross space heat loss of the proposed house from the annual gross space heat loss of the reference house and dividing the result by annual gross space heat loss of the reference house)			Achieved:
Percent improvement (Required: ≥ 10%) (calculated by subtracting the annual energy consumption of the proposed house from the house energy target of the reference house and dividing the result by the house energy target of the reference house), <i>or</i>			Achieved:
Percent house energy target (Required: ≤ 90%) (calculated by dividing the annual energy consumption of the proposed house by the house energy target of the reference house)			or Achieved:
Peak cooling load (≤ reference house)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total volume of conditioned space within the building or house ≤ 300m³.			
Percent house energy target (Required: ≤ 100%) (calculated by dividing the annual energy consumption of the proposed house by the house energy target of the reference house)			Achieved:

Declaration	
Name:	Company:
Email:	Phone:
<p><i>I hereby certify that the calculations submitted were prepared in full accordance with Subsection 9.36.5 of the 2020 NBC or the EnerGuide Rating System and the operation procedures of the software.</i></p> <p><input type="checkbox"/> Subsection 9.36.5. of the 2020 NBC</p> <p><input type="checkbox"/> Alternative Solution (attach supporting documents)</p> <p><input type="checkbox"/> EnerGuide Rating System, v15. I am a qualified Energy Advisor and the submitted design achieves the minimum 10% annual energy improvement target of 2020 NBC, Tier 2. (a compliance summary will be submitted prior to full occupancy)</p>	
<p>Print Name _____</p> <p>Signature _____ Date _____</p>	

An airtightness test is required to be conducted and provide the Airtightness Certificate to service@municode.ca once complete and required prior to scheduling a final inspection.

For Tier 1: Where the air-leakage rate is a value other than 3.2 ACH@50 Pa or 2.5 ACH@50 Pa
For Tier 2 or higher: Where the air-leakage rate is a value less than 3.2 ACH@50 Pa

This form is intended to clarify the compliance with Section 9.36. prescriptive path.

Must be completed by a competent person who is knowledgeable, experienced, and trained in building design under Section 9.36 of the NBC and acceptable to the Authority Having Jurisdiction.

Project Information			
Address:			Climate Zone: 7A
Occupancy Class:		Conditioned Space Volume (m ³):	
Select Performance Tier	<input type="checkbox"/> Tier 1	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3 <input type="checkbox"/> Tier 4 <input type="checkbox"/> Tier 5
Energy prescriptive compliance paths apply to: <ul style="list-style-type: none"> Buildings of residential occupancy to which Part 9 applies. Buildings containing business and personal services, mercantile or low hazard industrial occupancies to which Part 9 applies to whose combined floor area does not exceed 300 m², excluding parking garages serving residential occupancies, and Buildings containing any mixture of the above two. 			

Prescriptive Compliance Path (Subsection 9.36.2. – 9.36.4.)

All calculations and specifications must be attached to this form to be considered complete and be accepted for review.

Conversions:	
$R = 5.678 \times \text{RSI}$	$U = 1 / \text{RSI}$

HRV / ERV: Yes No

Effective Thermal Resistance of Above Ground Opaque Building Assemblies (RSI)			
Assembly	w/ HRV	w/o HRV	Proposed
Ceilings below attics	8.67	10.43	
Cathedral / Flat roofs	5.02	5.02	
Walls & Rim joists	2.97	3.08	
Floors over unheated spaces	5.02		
Floors within garage	4.86		
Thermal Characteristics of Fenestration, Doors and Skylights (U)			
Assembly	Efficiency		Proposed
Windows & Doors	Maximum U-Value 1.61 or Minimum Energy Rating ≥ 25		
One door exception	Maximum U-Value 2.60		
Attic hatch	Minimum RSI _{nom} 2.60		
Skylights	Maximum U-Value 2.75		
Effective Thermal Resistance of Below-Grade or In-Contact-With-Ground Opaque Buildings Assemblies (RSI)			
Assembly	w/ HRV	w/o HRV	Proposed
Foundation Walls	2.98	3.46	
Slab On Grade With Integral Footing	2.84	3.72	
Unheated Floor Below Frost Line	uninsulated		
Unheated Floor Above Frost Line	1.96	1.96	
Heated Floors	2.84	2.84	

Trade Off Compliance Path (9.36.2.11.): Yes No

Should trade off be proposed, all calculations must be attached to this form to be considered complete and be accepted for review. The location and extent of assemblies used in the calculations shall be clearly identified on the drawings by hatch or note.

HVAC Equipment Performance Requirements				
Equipment	Capacity KW	Standard	Min. Efficiency	Proposed
Electric Heat Pump (split & single package)	≥ 19	See Tables 5.2.12.1.-A to -P of Division B of the NECB		
Gas Fired Furnace w or w/o A/C	≤ 66 using single-phase electric current	CAN/CSA-P.2	AFUE ≥ 95% and must be equipped with a high-efficiency constant torque or constant airflow fan motor	
	≤ 66, through the wall furnace		E _t ≥ 78.5% AFUE ≥ 90%	
	≤ 66 using three-phase electric current	ANSI Z21.47/CSA 2.3	AFUE ≥ 78% or E _t ≥ 80%	
	> 66 and ≤ 117.23		E _t ≥ 80%	
Electric Boiler	< 88	(1)		
Gas Fired Boiler	< 88	CAN/SCA-P.2	AFUE ≥ 90%	
	≥ 88 & < 733	ANSI/AHRI 1500 or DOE 10 CFR, Part 431, Subpart E, Appendix A	E _t ≥ 83%	
Other				
Heat Loss/Heat Gain Calculation	<input type="checkbox"/> Calculations were prepared in conformance with CSA F280-12			BTU
Nomenclature	AFUE= annual fuel utilization efficiency, E _t = thermal efficiency			
(1) Must be equipped with automatic water temperature control. No standard addresses the performance efficiency; however their efficiency typically approaches 100%				
Water Heaters Performance Requirements				
Equipment	Capacity KW	Standard	Min. Efficiency	Proposed
Tank Storage Electric	≤ 12 kW (>50 L to ≤ 270 L capacity)	CAN/CSA-C191	SL ≤ 35 + 0.20V (top inlet)	
			SL ≤ 40 + 0.20V (bottom inlet)	
	≤ 12 kW (>270 L to ≤ 454 L capacity)		SL ≤ (0.472V) - 38.5 (top inlet)	
			SL ≤ (0.472V) - 33.5 (bottom inlet)	
>12 kW	ANSI Z21.10.3/CSA 4.3 or DOE 10 CFR, Part 431, Subpart G App B	SL ≤ 0.30 + (102.2 V _s)		
Tank Storage Gas Fired	≤ 22 kW and first-hour rating < 68 L	CAN/CSA-P.3	UEF ≥ 0.3456 – (0.00053 V _s)	
	≤ 22 kW and first-hour rating > 68 L but < 193 L		UEF ≥ 0.5982 – (0.00050 V _s)	
	≤ 22 kW and first-hour rating ≥ 193 L but < 284 L		UEF ≥ 0.6483 – (0.00045 V _s)	
	≤ 22 kW and first-hour rating > 284 L		UEF ≥ 0.6920 – (0.00034 V _s)	
	> 22 kW but ≤ 30.5kW and V _r ≤ 454 L		UEF ≥ 0.8107 – (0.00021 V _s)	
	> 22 kW	DOE 10 CFR, Part 431, Subpart G, Appendix A	E _t ≥ 90% and SL ≤ 0.84 [(1.25 Q) + (16.57 √V _r)]	
Tankless Gas Fired	< 58.56 kW, V _r < 7.6 L and max. flow rate < 6.4 L/min	CAN/CSA-P.3	UEF ≥ 0.86	
	< 58.56 kW, V _r < 7.6 L and max. flow rate ≥ 6.4 L/min		UEF ≥ 0.87	
	≥ 58.56 kW, V _r ≤ 37.85 L and input rate to V _r ratio ≥ 309 W/L	DOE 10 CFR, Part 431, Subpart G, Appendix C	E _t ≥ 94%	

Tankless, Electric	No standard addresses the performance efficiency; however, their efficiency typically approaches 100%		
Other			
Nomenclature	EF = energy factor	E _t = thermal efficiency with a 38.9°C (70°F) water temp difference	
	Q = nameplate input rate, in kW	SL = standby loss, in W	
	V _r = rated nominal storage volume, in L	V _s = measured storage volume, in L	

Compliance via Tiered Prescriptive Results (9.36.8.): Yes No

This option applies only to buildings of residential occupancy to which Part 9 applies.

Energy Performance Measures	Minimum Energy Conservation Points (Zone 7A)
Above-Ground Walls	
Fenestration and Doors	
Below-Grade or In Contact with Ground	
Airtightness	
Ventilation Systems	
Service Water Heating Equipment	
Building Volume	
Total Energy Conservation Points Achieved:	

Where points are achieved through Table 9.36.8.8., an airtightness test is required to be conducted. Provide the Airtightness Certificate to service@municode.ca once complete and required prior to scheduling a final inspection.

Declaration	
<i>I hereby certify that the calculations submitted were prepared in full accordance with Section 9.36.</i>	
Print Name _____	
Signature _____	Date _____

Complete this form when the chosen energy efficiency design compliance path requires a verified post construction airtightness test:

- Tiered Prescriptive Path achieves points through Table 9.36.8.8., or
- Tiered Performance Path:
 - For Tier 1: Where the air-leakage rate is a value other than 3.2 ACH@50 Pa or 2.5 ACH@50 Pa
 - For Tier 2 or higher: Where the air-leakage rate is a value less than 3.2 ACH@50 Pa

Building Address/Land Location	
Municipality	
Owner's Name	

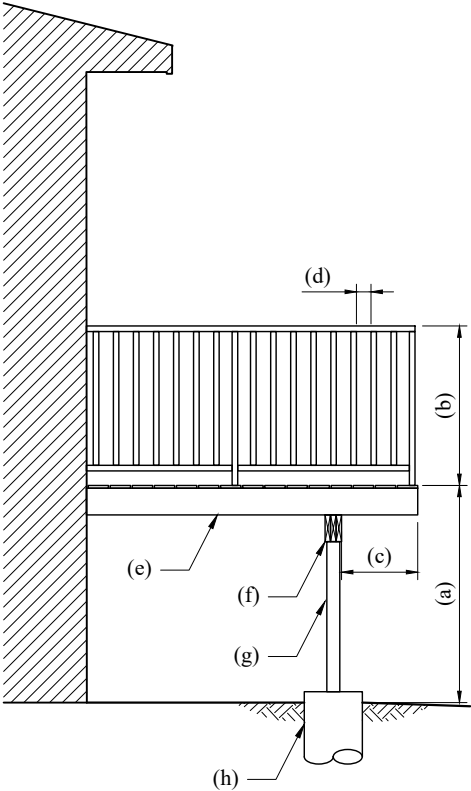
Airtightness Declaration:

Input Parameters:	Reference Value	Proposed Value	Actual
Airtightness (air changes per hour @ 50 Pa)			
Airtightness Design Units (check one)	<input type="checkbox"/> ACH ₅₀	<input type="checkbox"/> NLA ₁₀	<input type="checkbox"/> NLR ₅₀
Zone Method (check one)	<input type="checkbox"/> Guarded	<input type="checkbox"/> Unguarded	
Airtightness Performer Information:			
Name:	Company:		
Phone:	Email:		

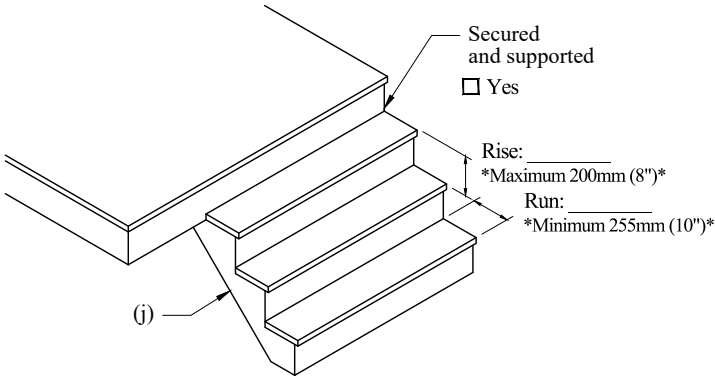
I certify that I am knowledgeable, experienced, and trained in the airtightness testing equipment and methodology. Testing has been completed in accordance with CAN/CGSB-149.10-M and meets or exceeds the expected results of the proposed model or design.

Signature: _____ Date: _____

DECK WORKSHEET



DECK



NOTE: Handrail required when more than 3 risers.

STAIR

Please complete the following:

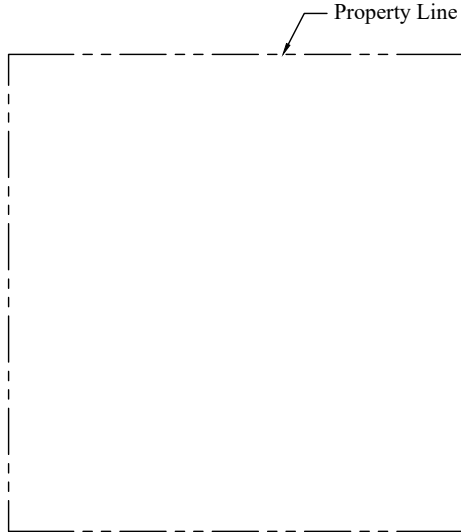
DECK DESIGN:

- (a) Deck Height: _____
Guardrail required when deck height is > 600mm (24") above finished grade
- (b) Guardrail Height: _____
- (c) Cantilever: _____
Maximum 600mm (24")
- (d) Maximum 100mm (4") spacing

DECK CONSTRUCTION:

Guardrail Construction (check all that apply)

- Glass Vertical Spindles
- Wood Horizontal Spindles
 permitted when deck is < 4.2m (13'-9")
- Metal
- (e) Joist Size: 2x _____
Material: _____
- (f) Beam Size: 2 3 4 - 2x _____
Material: _____
- (g) Column Size: 4x4 6x6
Material: _____
Number of Columns: _____
- (h) Foundation:
 - Deck Blocks
 - Piles: Diameter _____ x Depth _____
- (j) Stringer Size: 2x _____
Material: _____
Number of Stringers: _____



SITE PLAN:

Sketch house footprint and deck location and indicate the following:

- Overall dimensions of deck
- Distance to property lines
- Location of beams
- Location of columns

JOIST SPANS		
Joist Size	16" o.c.	24" o.c.
2 x 6	9'-0"	8'-2"
2 x 8	11'-2"	10'-7"
2 x 10	13'-5"	12'-9"

2 PLY BEAMS			
Joist Length	2 x 6	2 x 8	2 x 10
8'-0"	6'-7"	8'-5"	10'-3"
10'-0"	6'-1"	7'-6"	9'-2"
12'-0"	5'-8"	6'-10"	8'-4"

3 PLY BEAMS		
Joist Length	2 x 8	2 x 10
8'-0"	9'-10"	12'-7"
10'-0"	9'-2"	11'-3"
12'-0"	8'-5"	10'-3"

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

Provided by:



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.

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