



COMMERCIAL DEVELOPMENT PERMIT AND BUILDING PERMIT APPLICATION PACKAGE



DEVELOPMENT/BUILDING PERMIT APPLICATION CHECKLIST

1. DOCUMENTS INCLUDED WITH APPLICATION FOR NEW HOMES

- ☐ Development Permit Application Form - Filled and signed by Applicant
- ☐ Building Permit Application Form - Filled and signed by Applicant
- ☐ Lot Development Plot Plan with grade elevations and setbacks
- ☐ Sealed and Signed Engineer Drawings - Approved by Developer when applicable
- ☐ Residential - Plan Review Checklist - PBI Form - Filled and signed by Applicant
- ☐ Other Documents:

2. DOCUMENTS INCLUDED WITH APPLICATION FOR ACCESSORY/DISCRETIONARY USES

- ☐ Development Permit Application Form - Filled and signed by Applicant
- ☐ Building Permit Application Form - Filled and signed by Applicant
- ☐ Lot Development Plot Plan with grade elevations and setbacks
- ☐ Sealed and Signed Engineer Drawings - Approved by Developer when applicable
- ☐ Residential - Plan Review Checklist - PBI Form - Filled and signed by Applicant
- ☐ Other Documents:

3. DOCUMENTS INCLUDED WITH APPLICATION FOR COMMERCIAL DEVELOPMENT

- ☐ Development Permit Application Form - Filled and signed by Applicant
- ☐ Building Permit Application Form - Filled and signed by Applicant
- ☐ Lot Development Plot Plan with grade elevations and setbacks
- ☐ Sealed and Signed Engineer Drawings - Approved by Developer when applicable
- ☐ Commercial - Plan Review Checklist - PBI Form - Filled and signed by Applicant
- ☐ Other Documents:

4. OTHER APPLICATION:

- ☐ Development Permit Application Form - Filled and signed by Applicant
- ☐ Other Information and Documents:
- ☐ Other Information and Documents:



"FORM A"

DEVELOPMENT PERMIT APPLICATION

Permit# _____

1. APPLICANT

Name: _____

Address: _____ Postal Code: _____

Telephone: _____ E-Mail: _____

2. REGISTERED OWNER (Same as Applicant)

Name: _____

Address: _____ Postal Code: _____

Telephone: _____ E-Mail: _____

3. PROPERTY – LEGAL DESCRIPTION *Find Land Description*

Lot: _____ Block: _____ Plan: _____

Civic Address: _____

4. PROPOSED DEVELOPMENT

NEW BUILDING RENOVATION ADDITION BUILDING REMOVAL DEMOLITION

REPAIR BASEMENT DEVELOPMENT CHANGE OF USE OTHER: _____

DESCRIPTION OF PROPOSED WORK: _____

5. DATES/DIMENSIONS

Start Date: _____ Completion Date: _____ Floor Area of Building/Works: _____

Building Length: _____ Building Width: _____ Building Height: _____

6. INFORMATION SUBMITTED

☐ Site plan: Attach plan with dimensions to an approximate scale showing:

A) Dimensions of site and locations of existing or proposed building.

B) Location of streets, easements, driveways, parking areas, and other site development proposed.

C) Site, main floor and maximum height elevations.

☐ Building drawings: Attach with dimensions to an appropriate scale showing:

D) Room locations and uses.

E) Elevations showing sizes and locations of openings; total height of building.

F) Location and distances of any projections from the main walls of the buildings.

"FORM A"

DEVELOPMENT PERMIT APPLICATION cont'd

7. DECLARATION OF THE APPLICANT

I, _____ of _____ in the province of Saskatchewan,
solemnly declare that the above statements contained within this application are true, and I 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*.

Applicant's Signature

Date

OFFICIAL USE

1. Present Zoning: _____

2. Proposed Use: _____

Principal: _____ Accessory: _____

Use is: Permitted _____ Discretionary _____

3. Proposed Yards: Front: _____ Rear: _____ Side: _____ Side: _____

4. Application Status:

Meets Bylaw Requirements: _____ Does not meet Bylaw Requirements: _____

5. Other Regulations/Comments: _____

Development Officer

Date



BUILDING PERMIT APPLICATION

Permit# _____

1. APPLICANT

Name: _____

Address: _____ Postal Code: _____

Telephone: _____ E-Mail: _____

2. REGISTERED OWNER (Same as Applicant)

Name: _____ Address: _____ Telephone: _____

3. CONTRACTOR (Same as Applicant)

Name: _____ Address: _____ Telephone: _____

4. ARCHITECT/DESIGNER (Same as Applicant)

Name: _____ Address: _____ Telephone: _____

5. PROPERTY ADDRESS OR LOCATION OF WORK *Find Land Description*

Lot: _____ Block: _____ Plan: _____

Civic Address: _____

6. TYPE OF WORK

NEW BUILDING RENOVATION ADDITION BUILDING REMOVAL DEMOLITION
REPAIR BASEMENT DEVELOPMENT CHANGE OF USE OTHER: _____

7. WORK DETAILS

Estimated Cost of Building/Works: _____ Floor Area of Building/Works: _____

Specify Work Covered by Applicant: _____

Building Length: _____ Building Width: _____ Building Height: _____

8. AUTHORIZATION

I hereby agree to comply with the bylaw of the municipality respecting building and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality and applicable Acts and regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

Applicant's Signature Date

OFFICIAL USE

Permission is hereby granted to the applicant to _____ a building to be used as a _____ located at _____.

This permit expires 2 years from the date of issue if work is not commenced within that period or if work is suspended for a period of six months.

Development Officer Date

Commercial - Plan Review Checklist

Building Permit Applications for: Commercial • Industrial • Institutional • Multi-Unit Residential

NBC Part 9: (Group C, D, E, F2, F3 buildings up to 600 m² in horizontal area and 3 storeys or less in building height.)

NBC Part 3: (Group C, D, E, F2, F3 buildings over 600 m² or are 4+ storeys, as well as all Group A, B, and F1 buildings.)

General Information:

The following is required for a Plan Review and subsequent Building Permit Approval:

1. Sufficient information to show that the proposed work will conform to the most recently adopted edition of the National Building Code of Canada (NBC) and the *Uniform Building and Accessibility Standards Act* (UBAS Act) in the Province of Saskatchewan.
2. Sufficient information to show if the proposed work might affect the adjacent property.
3. Plans that are drawn to scale and indicate the nature and extent of the work, and proposed occupancy, in sufficient detail to establish that the work and the proposed occupancy will conform to the NBC.
4. Drawings that are stamped and dated by a professional designer (Architect or Engineer) who is licensed to practice in Saskatchewan, where indicated. Also e-mail the designs in pdf format to the PBI office.

Note: If proposed work is changed during construction, information on the changes must be submitted to the Building Official and must comply with the requirements of the NBC.

Please Submit the Following Information for the Plan Review:

Site Plan:

- ☐ For the proposed building show: (a) lot shape and dimensions (indicate "North"), (b) correct building dimensions and placement on the lot, (c) street locations and names, (d) distance to the property lines (four directions), and (e) distance to roads, registered easements (show width), lanes, streets, etc.
- ☐ For every adjacent building on the same property, indicate: (a) correct placement on the lot and distances to the proposed building, (b) dimensions (length, width, height, number of storeys), (c) construction type (combustible or non-combustible), and (d) existing use (occupancy classification).
- ☐ Show the access routes for firefighting vehicles, as well as the location of the fire hydrants.

Architectural Designs:

- ☐ Architectural drawings showing sufficient structural details, such as floor plans, exterior elevations, cross sections, exit locations, window and door types/sizes, stair configurations, supplier specifications, etc.
- ☐ If classified as a Part 3 occupancy type, also provide stamped drawings by a professional designer for all building systems, including architectural, mechanical, electrical, and fire protection components (see pg 2).

Structural Foundation Designs:

- ☐ Site-specific structural foundation designs that are stamped and dated by a professional engineer registered or licensed to practice in Saskatchewan. The designs should include:
 - ☐ the type and condition of the soil or rock, as well as the groundwater conditions, as determined by the subsurface investigation (subsurface investigation means the appraisal of the general subsurface conditions at a building site by analysis of information gained by such methods as geological surveys, in situ testing, sampling, visual inspection, laboratory testing of samples of the subsurface materials and groundwater observations and measurements.)
 - ☐ the factored bearing pressures on the soil or rock, the factored loads when applicable, and the design loads applied to foundation units.
 - ☐ the earth pressures and other loads applied to the supporting structures of supported excavations.
- ☐ Geotechnical Investigation report by a qualified professional designer (if a municipal zoning requirement or recommended by the structural engineer.)

Structural Framing Designs:

- ☐ Structural drawings that indicate:
 - ☐ the name and address of the person responsible for the structural design,
 - ☐ the edition of the NBC and standards to which the design conforms,
 - ☐ the dimensions, location and size of all structural members in sufficient detail to enable the design to be examined,
 - ☐ sufficient detail to enable the dead loads to be determined,
 - ☐ all effects and loads, other than dead loads, used for the design of the structural members and exterior cladding.

Other: If applicable, please also provide:

- ☐ Heating, Ventilation and Air Conditioning (HVAC) Design
- ☐ Fire and Safety Components (e.g. alarm system, sprinkler system, emergency lighting, etc.)

NBC: Part 3 Classified Buildings Must Also Submit:

Architectural Designs:

- ☐ Architectural drawings that are stamped and dated by a professional designer licensed to practice in Saskatchewan and contains a proper building code review and analysis summary.

Mechanical Designs:

- ☐ Mechanical drawings that are stamped and dated by a professional designer registered or licensed to practice in Saskatchewan, showing ventilation, plumbing and HVAC details.
- ☐ Indicate the type and location of the portable fire extinguishers (required.)
- ☐ Indicate the location of the fire dampers.

Electrical Designs:

- ☐ Electrical drawings that are stamped and dated by a professional designer registered or licensed to practice in Saskatchewan, including the type and location of the exit signs and emergency lighting.
- ☐ Fire alarm system designs that conform to CAN/ULC-S524 "Installation of Fire Alarm Systems", if required.

Fire Protection Components:

- ☐ Information showing the major components of fire protection, including:
 - ☐ the division of the building by firewalls,
 - ☐ the building area,
 - ☐ the degree of fire separation of storeys, shafts and special rooms or areas, including the location and rating of closures in fire separations,
 - ☐ the source of information for fire-resistance ratings of elements of construction (to be indicated on large-scale sections),
 - ☐ the location of exits,
 - ☐ fire detection, suppression and alarm systems (typically indicated on mechanical and electrical drawings.)
- ☐ If a sprinkler system is being installed or altered, please include plans showing full details of the proposed sprinkler system. Essential details of the building in which the system is to be installed must be drawn to an indicated scale and sealed by a professional of record for this aspect of the project, and shall:
 - ☐ provide the hydraulic calculations for sprinkler design,
 - ☐ include an engineer's design showing layout, firefighter connections, hydrant locations, water supply and fire pump (if applicable), and
 - ☐ indicate if the roof space is sprinklered or not.

If all required information noted above is provided with the building permit application, the expected time to perform a plan review and subsequent building permit approval is approximately 10-15 working days. If there is inadequate information submitted for the review, or high volumes of information to review, then a full plan review may not be achieved in the specified time period. **Providing all required information for the plan review will prevent delays in processing your application.**

Property Owner: Please complete, print, sign, and submit this form with your plan review documents.

Municipality: _____ **Permit #:** _____
Jobsite Address: _____
Project Details: _____
Owner's Name: _____ **Cell Ph:** _____
Contractor Name: _____ **Cell Ph:** _____

Note: Inspection reports and notices will be e-mailed to the municipal office soon after completion.

E-MAIL CONSENT

Consent to the e-mail delivery of PBI inspection reports and related documents pertaining to this building permit is given to the following individuals/companies involved in the course of construction who will need to receive these reports:

Title (e.g. Owner, Contractor, Engineer)	Individual's Name	E-mail Address

Please note that failure to receive an e-mailed report or related document does not release the owner(s) from their responsibility to comply in all regards with the building standards (municipal bylaws, Saskatchewan Uniform Building and Accessibility Standards Act, and the National Building Code of Canada.)

I declare that I am authorized to complete this consent form and that I will notify PBI if there are any changes to the e-mail contacts listed above who are assigned permission to receive reports for this building permit.

Owner Name: _____ **Signature:** _____ **Date:** _____

