



## **HOME DEVELOPMENT PERMIT AND BUILDING PERMIT APPLICATION PACKAGE**

## DEVELOPMENT AND BUILDING PERMIT APPLICATION



### **DOCUMENTS REQUIRED FOR NEW HOME APPLICATIONS**

AS PER CHECKLIST ATTACHED

1. Development Permit Application Form – *filled and signed by Applicant*
2. Building Permit Application Form – *filled and signed by Applicant*
3. Lot Development Plot Plan or Site Plan – *the plan should include; lot dimensions & shape; indicate North; project size & distance from property lines, new and existing buildings on property, easements, driveway and required setbacks.*
4. Engineered Drawings – *one (1) hard complete sets of plans and one (1) digital (pdf) copy stamped and sealed and signed by appropriate engineer are required by the municipality. Each set should be approved by the Developer when applicable and one (1) additional set is required by the Developer. Engineer Drawings should include, but not limited to;*
  - a) Architectural Plans – *must include floor plans, exterior elevations, cross section, exit locations, electrical plan, window and door type and size, etc.) (Elevation drawings must include the grade elevations as per subdivision plan).*
  - b) Engineer dated and stamped foundation designs – *must have a current original engineered stamp on the designs.*
  - c) Loading on concrete tele post or piles,
  - d) Wood and/or steel beam sizes,
  - e) Residential Mechanical Ventilation Design summary,
  - f) Fireplace/woodstove manufacturer's installation specifications, and
  - g) Engineered floor joists and roof truss layouts.
5. Residential Plan Review Checklist – *PBI Form filled and signed by the Applicant.*
6. Architectural form (Building materials and colors) – *signed and approved by the Developer when applicable.*
7. Business License Application – *must be filled and signed if applicable.*

## **BUILDING PERMIT FEES, DEPOSITS AND REFUNDS**



### **IMPORTANT INFORMATION FOR FOR NEW HOME APPLICATIONS**

1. Water Meter:
  - a) The Town installs water meters in all new homes.
  - b) A water meter charge of \$500.00 is required, upon application of a building permit.
  - c) Plumbers/homebuilders must call the Town to have the water turned on. There is a \$110.00 water fee added on the permit to cover water costs during construction.
  - d) The basement cannot be finished until the water meter is installed.
2. Occupancy Deposit (*See attached Exhibit "B" – Application for Occupancy Permit as per Bylaw 601-16*)

An occupancy deposit of \$1080.00 is to be paid upon application for a building permit. This deposit will be refunded to the Homebuilder/Contractor when the following criteria is met:

  - Homebuilder is to provide the Town with a Surveyor Certificate/Real Property Report.
  - Homebuilder is to provide the Town with a Finished Grade Level Certificate. The Town will not accept any grades that are over the proposed grade elevations.
  - An Occupancy Permit Application must be received by the Town three weeks prior to occupancy.
  - The final inspection and occupancy must be approved by the Town building inspector before occupancy. Move-in prior to obtaining an Occupancy Permit may result in forfeiture of the Occupancy Deposit.
  - Deficiencies must be corrected as listed on the final building inspection report. Once the deficiencies are corrected, an additional building inspection may be required, if stated on the final report. Any extra inspections will be deducted from the occupancy deposit or billed to the home owner when the occupancy deposit has been depleted.

## **BUILDING PERMIT FEES, DEPOSITS AND REFUNDS**



### **IMPORTANT INFORMATION FOR FOR NEW HOME APPLICATIONS**

#### **3. Landscaping Deposit**

A landscaping deposit is to be paid upon application for a Building Permit. This deposit is refunded to the homeowner when the requirements in the lot purchase agreement are adhered to. In order for the homeowner to receive the deposit back they must have landscaping and driveway completed.

In older subdivisions, the deposit is \$1000.00 and for Bower West Phase III and any new subdivisions coming forth the deposit is \$2000.00.

#### **4. Ditch Deposit**

A ditch maintenance deposit of \$400 is required upon application for a Building Permit. This deposit will be refunded to the owner when the ditch area in front of the property is seeded or sodded with proper slope and drainage considerations.

More information on landscaping requirements can be found at [www.whitecity.ca](http://www.whitecity.ca)

## OTHER IMPORTANT INFORMATION



1. The issuance of the Building and Development Permit does not release the applicant or owner from compliance with any other municipal or provincial bylaw, statute or regulation, including but not limited to the following:
    - a) Plumbing Permit from Regina Qu'Appelle Health District for any plumbing additions or alterations. Permit application is available at the Town Office. \$100.00 for the first 10 fixtures and \$5.00 each for additional fixtures. Plumber is responsible for contacting the Plumbing inspector.
    - b) Electrical Permit from SaskPower Corporation for any electrical system additions or alterations.
    - c) Gas Permit from SaskEnergy for any gas system additions or alterations.
  2. As per Town Bylaws, weeping tile, garage floor drains, sewage pools, and sump pits must not be connected to the Town's sewer system. These must drain into the owner's property.
  3. Every property owner shall permit the Town of White City or its authorized representative, Professional Building Inspectors, to enter any building or premises at any reasonable time for the purpose of administering or enforcing the Building Bylaw or the Zoning Bylaw. The contractor and/or owner shall provide notice to the building inspector for an inspection, at least two days in advance for each of the following stages of construction.
    - a) Prior to pouring of foundation.
    - b) Upon completion of the framing, and prior to drywall installation.
    - c) Final completion of project to occupancy of the building.Final inspection must be completed prior to occupying the property. If no pre-occupancy inspection, the occupancy deposit will not be refunded to the contractor. An application for occupancy must be completed prior to occupancy. This form will be attached to the building permit package given to the homebuilder/contractor.
- For Inspections please call (306) 536-1799.
4. An agreement between the Town and the Builder/Contractors must be signed at the time of the issuance of the Building Permit (Exhibit "A" to Bylaw No. 601-16).



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# DEVELOPMENT/BUILDING PERMIT APPLICATION CHECKLIST

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## 1. DOCUMENTS INCLUDED WITH APPLICATION FOR NEW HOMES

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- ☐ 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:

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## 2. DOCUMENTS INCLUDED WITH APPLICATION FOR ACCESSORY/DISCRETIONARY USES

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- ☐ 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:

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## 3. DOCUMENTS INCLUDED WITH APPLICATION FOR COMMERCIAL DEVELOPMENT

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- ☐ 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:

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## 4. OTHER APPLICATION:

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- ☐ 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

## Residential - Plan Review Checklist

Municipality: \_\_\_\_\_ Permit #: \_\_\_\_\_  
Jobsite Address: \_\_\_\_\_ Project Type: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

### Residential Project Type

#### REQUIRED for a Plan Review

(A **shaded box** means not required.)

Provide **designs and required documents in PDF format** as indicated by the unshaded boxes for the project. A plan review must be completed by PBI before a building permit is issued.

**E-mail plans and documents in PDF format  
to the municipal office.**

*Requirements may vary for some projects. Please consult with PBI.*

	New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation (structural or egress)	Basement Development	Deck (not covered or enclosed)	* Attached Garage (unheated)	* Det Garage / Acc. Bldg. (unheated)	* Pole Building (unheated)	Retaining Wall (if collapse affects a structure)	Foundation Replacement	Solar Panels (PV or Hot Water)
<b>Site Plan</b> (eg. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)													
<b>Building Plans</b> (eg. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)													
<b>Energy Code Forms</b> (applicable to compliance option, code edition & climate zone)													
<b>Building Designs stamped by an engineer</b> (project specific for <u>intended use</u> *)													
<b>Foundation Designs stamped by a structural engineer</b> (site specific)													
<b>Geotechnical Report</b> (if required by zoning bylaws or engineer recommendation)													
<b>Manufacturer's Blocking Chart and anchorage details</b>													
<b>PBI Specifications sheet</b> (plus all information requested in the sheet(s))													
<b>Information Below is Required BEFORE THE FRAMING INSPECTION</b>													
<b>Engineer-stamped roof truss designs &amp; layouts</b> (NBC compliant)													
<b>Engineer-stamped floor truss and/or LVL designs &amp; layouts</b>													
<b>Fireplace or Wood Stove Manufacturer Specifications</b>													
<b>Residential Mechanical Ventilation Design Summary</b>													

\* **Pole Building** (Please detail intended use. Note if vehicles will be repaired in the building, if building is for personal or business use, if heated, etc.)

## E-MAIL CONSENT FORM

Consent to the e-mail delivery of PBI reports and related documents pertaining to this building permit is given to the following individuals involved in the construction project (note that owners should always include themselves on this form):

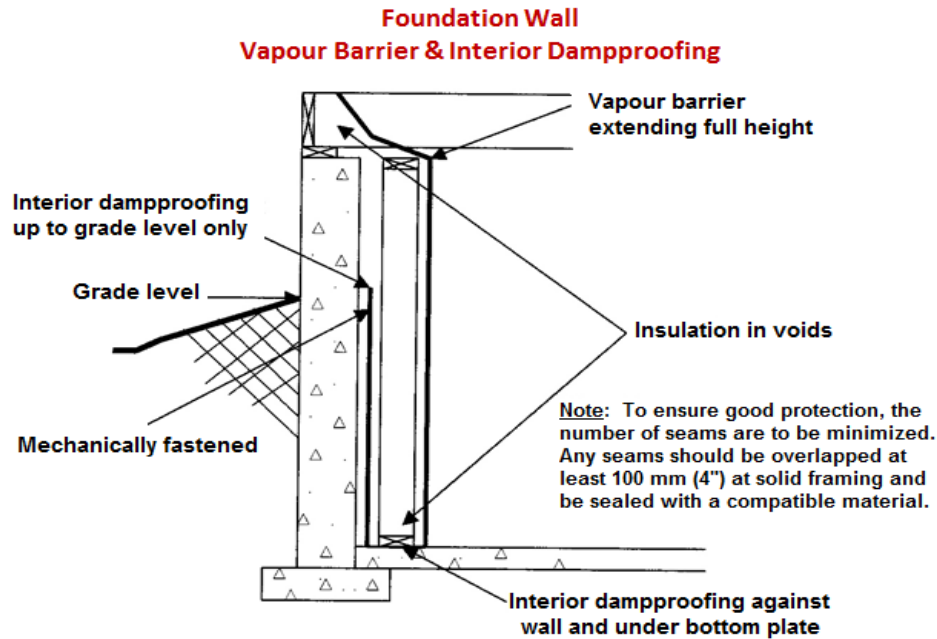
Title (Eg. Owner, Contractor)	Individual's Name	E-mail Address
<b>Owner</b>		

- Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from their responsibility to comply in all regards with the building standards (Saskatchewan Uniform Building and Accessibility Standards Act, municipal building bylaws, and National Building Code of Canada).
- I declare that I am the **owner of this property** and I will notify PBI of any e-mail changes, if applicable.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
 Owner: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_



**(2) Complete the information below regarding the proposed development:**

**Total Area Being Developed** (indicate ft<sup>2</sup> or m<sup>2</sup>): \_\_\_\_\_

**Foundation Perimeter Walls Are Currently:**

- ☐ Exposed ☐ Framed ☐ Insulated  
☐ Vapour Barrier ☐ Sheathed ☐ \_\_\_\_\_

**Protection from Dampness:**

- ☐ PT Bottom Plate ☐ Poly / Sill Gasket ☐ \_\_\_\_\_

**Bedroom/Sleeping Room Window Types:**

- ☐ Casement ☐ Awning-Inswing ☐ Awning-Outswing  
☐ Slider ☐ \_\_\_\_\_

**Bedroom Window Sizes:** (Note below as W" x H")

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**Bedroom Window Unobstructed Opening:**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

(Openable portion must not be less than 0.35m<sup>2</sup> (3.8 ft<sup>2</sup>) in area, with no dimension less than 380mm (15"), and must have 760mm (30") minimum clearance space in the window well when window is in the open position.)

**Door Sizes (W" x H") and Quantity** (note below)

- ☐ 24" x 78" ☐ 30" x 78" ☐ 32" x 78"  
 (min-bathroom) (min-bedroom) (min- furnace room)  
 # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Secondary Suite Proposed?**

- ☐ No ☐ Yes

(If Yes, please provide a floor plan prepared by an experienced designer.)

**Stairs Protected By:**

- ☐ Wall ☐ Guards-36" H ☐ \_\_\_\_\_

**Proposed Ceiling Type:**

- ☐ Suspended ☐ Gyproc ☐ \_\_\_\_\_

**Proposed Ceiling Height:** (NBC minimum noted)

- ☐ 2.1m (6'-11") ☐ \_\_\_\_\_

**Fireplace:**

- ☐ None ☐ Natural Gas ☐ Electric  
☐ Wood Burning (stove or insert) ☐ \_\_\_\_\_

(Submit manufacturer's installation specifications with application)

**Smoke Alarm Installed In:**

- ☐ Bedroom(s) ☐ Hallway ☐ Common Area

**Carbon Monoxide (CO) Alarms Installed:**

- ☐ In Bedroom(s) ☐ Within 16' of each bedroom door

**Proposed Bathroom:**

- ☐ None ☐ 2 piece ☐ 3 or 4 piece

**Bathroom Fan Exhausts To:**

- ☐ Outdoors ☐ House Ventilation System (HRV)

**Kitchen Fan Exhausts To:**

- ☐ Outdoors ☐ House Ventilation System (HRV)