



## SOLAR PANEL PERMIT APPLICATION PACKAGE



**"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: \_\_\_\_\_

# Solar Panels - PBI Specifications



Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

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

## Solar Photovoltaic (PV) or Water Heating (SHW) Installation

### (1) Provide the following documents with your application, where applicable:

- ☐ **Product listing** from supplier(s) verifying that all components to be installed are **CAN/ULC certified**.
- ☐ **Manufacturer specifications** for PV and/or SHW components (i.e. design and installation requirements).  
\*\*\* Note that SHW systems must be installed in accordance with Saskatchewan Plumbing Regulations.  
**Battery storage**, if applicable, must indicate ventilation & space clearance requirements.
- ☐ **Electrical line diagrams** for solar PV installations. **(NOTE: Commercial installations require P.Eng. seal)**  
\*\*\* Note that all solar PV installations require an **electrical permit** from SaskPower.
- ☐ **Roof truss** designs (engineer-stamped) or letter from a Structural Engineer (project-specific).  
**Engineer designs or letter** must indicate: (a) that their review conforms to NBC 2015 - Part 4, (b) anticipated dead loads (e.g. weight of panels, supports and racking), (c) anticipated live loads (e.g. snow and wind loads for the area), (d) maximum anticipated point load on framing members, (e) maximum panel array height above surface of roof (re: uplift and forces on mounting attachments), and (f) additional structural information relevant to the project.
- ☐ **Roof-mount plan and layout**, indicating: (a) roof surface type and dimensions, (b) panel and anchor layout, noting dimensions, spacing and weight, (c) method of attachment, (d) distance between roof surface and underside of panels, if parallel-mounted, (e) maximum height above roof ridge, if tilt mounted, (f) racking/rail lengths and details (g) flashing and sealant type, (h) provisions for fire fighting, and (i) additional structural information relevant to the project.

### (2) Complete the information below regarding the proposed installation:

#### Installation (Building or Property Type):

☐ Residential ☐ Commercial ☐ Industrial

#### Solar Panel Type: (Select all that apply)

☐ Photovoltaic ☐ Water Heating ☐ \_\_\_\_\_

#### Solar Service Type: (Select all that apply)

☐ Grid-Tied ☐ Battery Storage (off-grid)  
☐ Water Heating ☐ \_\_\_\_\_

#### Mounting Location:

☐ Roof (sloped) ☐ Roof (flat) ☐ Canopy  
☐ Ground ☐ Pole ☐ \_\_\_\_\_

#### Foundation Type (for ground, pole or canopy):

☐ Concrete Piles ☐ Screw Piles ☐ Concrete Slab

\*\*\* Engineer-stamped foundation designs are required.

#### Panel Orientation

☐ Portrait ☐ Landscape ☐ \_\_\_\_\_

#### Mounting Type:

☐ Flush ☐ Parallel ☐ Ballasted  
☐ Fixed Tilt ☐ Tracking ☐ \_\_\_\_\_

#### If Tilted, Maximum Height above Roof Ridge:

☐ \_\_\_\_\_

#### Roof Truss or Rafter Spacing:

☐ 16" o.c. ☐ 24" o.c. ☐ \_\_\_\_\_

#### Roof Trusses or Rafters:

☐ Solar Ready Roof Trusses (Engineered)  
☐ Roof Trusses (Engineered but not built solar ready)  
☐ Rafters  
☐ \_\_\_\_\_

#### Name of Truss Manufacturer or Engineer:

☐ \_\_\_\_\_

Roof Slope (Pitch): (e.g. 4/12) ☐ \_\_\_\_\_

#### Roof Sheathing Type & Thickness:

☐ OSB ☐ Plywood ☐ \_\_\_\_\_  
☐ 3/8" ☐ 7/16" ☐ \_\_\_\_\_

#### Roof Surface/Shingle Type:

☐ Asphalt ☐ Metal ☐ \_\_\_\_\_

#### Array Directly Fastened To:

☐ Truss/Rafter ☐ Blocking ☐ \_\_\_\_\_

#### Racking Type:

☐ Railed ☐ Rail-free ☐ Shared-rail