

## Residential Permit Information Form (PIF)

**Municipal Office Use Only**

Municipality: \_\_\_\_\_ Date: \_\_\_\_\_

Development Approved:  Yes  No PBI Number: 24- \_\_\_\_\_

Geotech Required:  Yes  No Permit Expiry Date: \_\_\_\_\_

Municipal Official: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Information Below To Be Completed By The Applicant**

#### Contact & Email Consent

Building Owner: _____	Home Phone: _____
Mailing Address: _____	Cell Phone: _____
Email Address Owner: _____	
Contractor: _____	Business: _____
Contact Person: _____	Cell Phone: _____
Email Address Contractor: _____	
Signature: _____	Date: _____

\* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.

\* By signing above, I consent to email delivery to all named above of PBI reports and related documents pertaining to this building permit.

\* Please note that failure to receive an emailed report or related documents does not release the property owner (s) from their responsibility to comply in all regards with the building standards (Saskatchewan Construction Code Act, Municipal Building Bylaws, and National Building Code of Canada).

**\* Note that owners should always include themselves on this form.**

#### Jobsite Location

Civic Address: \_\_\_\_\_

Legal Land Location: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plane No \_\_\_\_\_  
 or: \_\_\_\_\_  
Quarter Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_

Description: \_\_\_\_\_

Subdivision / Landmark: \_\_\_\_\_

#### Project Details

**\* Please fill in Sections 1a) plus 1b), or just Section 2)**

1a) **Single Family Dwelling** (Select One Permit Type That Best Describes the Dwelling)

New Home     
  RTM     
  Post-Move     
  Modular Home     
  Duplex Unit

1b) **Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:**

Basement Development     
  Deck     
  Attached Garage (Insulated)     
  Attached Garage (Not Insulated)

2) **Residential Building Project** (Separate Permit is Required for Each Project type)

Addition     
  Attached Garage     
  Deck     
  Basement Development

Renovation     
  Roof Extension     
  Sunroom     
  Secondary Suite

Detached Garage     
  Accessory Building     
  Accessory Building w/Living     
  Pole Building

Boat House     
  New Foundation     
  Retaining Wall     
  Demolition

This document must be submitted to PBI **by the municipal office**

# 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