

## ACCESSORY BUILDING DEVELOPMENT PERMIT AND BUILDING PERMIT APPLICATION PACKAGE



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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: \_\_\_\_\_

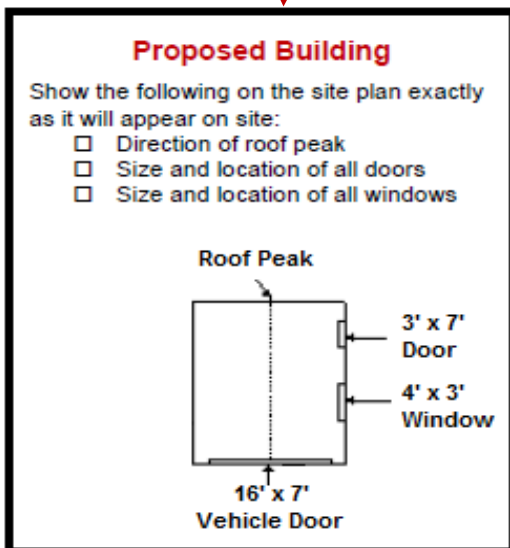
## Detached Garage / Accessory Building / Boat House - PBI Specifications

\* **NOTE:** Pole Building requires engineer-stamped designs for the building and its structural members (NBC A-9.23.1.1.)

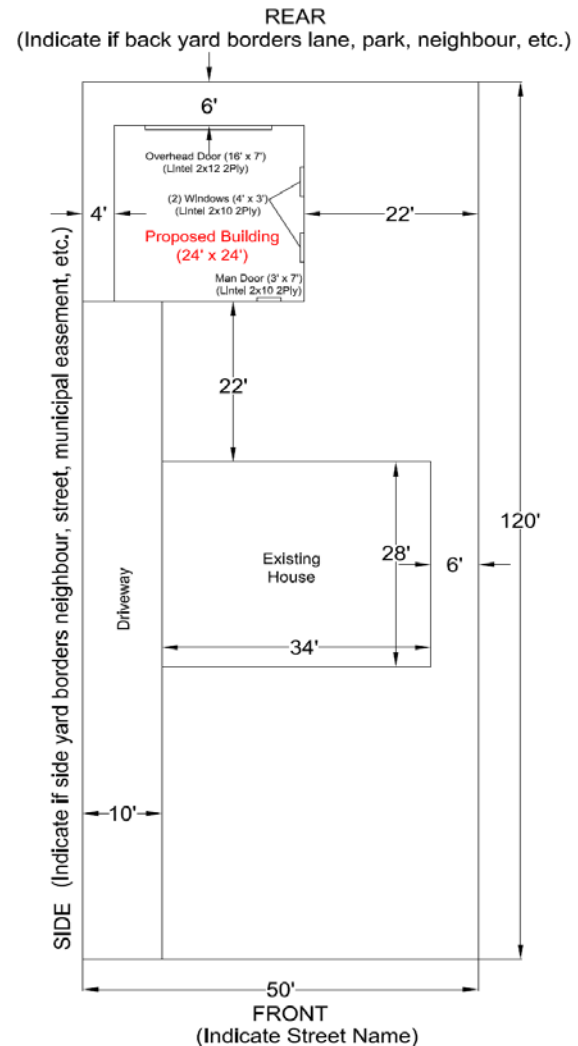
### (1) Provide a **SITE PLAN** sketch on a separate sheet and note the following:

- ☐ Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- ☐ Indicate **North** direction.
- ☐ Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- ☐ Indicate the **type of building** (e.g. detached garage, accessory building, boat house, etc.)
- ☐ Label the **street or road name** in the front yard (primary access).
- ☐ Note **what borders the property** on each side (lane, neighbour, street, park, lake, etc.)
- ☐ Draw the **existing house** on the lot (to scale.)
- ☐ Draw the **proposed building** on the lot (to scale). Show **stair detail**, if applicable.
- ☐ Note the building **dimensions** (indicate ft or m) - **Width** (rear facing) / **Length** (side facing)
- ☐ Note the **distance to the property lines** on all sides of the proposed building (indicate ft or m).
- ☐ Draw any **other buildings** on the same property (e.g. shed, etc.) and note their dimensions.
- ☐ Note the closest **distance** of the proposed building **to the house and other buildings** on the same property.
- ☐ Show the **location** of easements (state the width), retaining walls, lanes, driveways, etc.
- ☐ Show **direction of the roof peak** (using dotted line) for the proposed building **ON THE SITE PLAN**.
- ☐ Show **location and sizes of all doors and windows** for the proposed building **ON THE SITE PLAN**.

### Site Plan Example



Dimensions (width x height)



### \*\*\* Important:

- ☐ A plan review cannot be completed without a proper **Site Plan** submitted.
- ☐ If you have **Garage Package plans** from a supplier, please include a copy with your application.
- ☐ **Note the header/lintel size and no. of plies** for each door and window in the proposed building. This information can be recorded on the site plan.
- ☐ Contact PBI at **(306) 536-1799** if you have any questions.

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

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

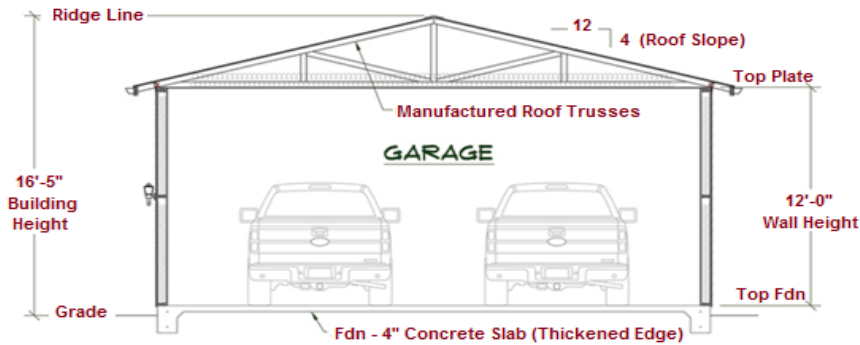
Owner: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

## (2) Complete ALL information below regarding the proposed building:

### Building Dimensions (indicate feet or metres)

- ☐ **Width** (front/rear facing): \_\_\_\_\_  
☐ **Length** (side lot facing): \_\_\_\_\_  
☐ **Height** (grade to ridge/roof peak): \_\_\_\_\_  
☐ **Size** (in ft<sup>2</sup>): \_\_\_\_\_



### Engineered Roof Trusses by: (name of truss company)



- ☐ Rafter (supply design if not using roof trusses)

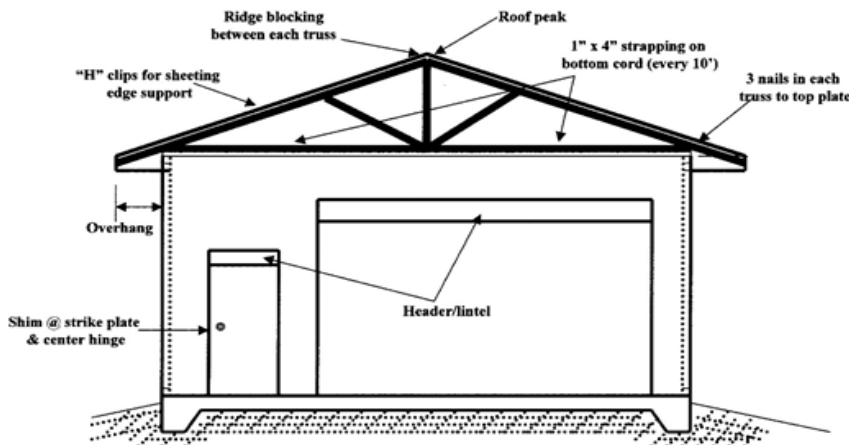
### Foundation:

- ☐ Piles & Grade Beam (Engineer-stamped foundation designs are required)  
☐ Concrete Slab Floor (Dimensions): \_\_\_\_\_ (W x L)  
 Concrete Slab Thickness (Edge): \_\_\_\_\_ (inches)  
 Concrete Slab Thickness (Interior): \_\_\_\_\_ (inches)

(NOTE: Thickened edge concrete slab is required if floor area is  $\geq 55$  m<sup>2</sup> (592 ft<sup>2</sup>).  
Engineer-stamped foundation designs are required for bldgs > 1,200 ft<sup>2</sup> or 1 storey.)

- ☐ Other Fdn Type: \_\_\_\_\_

**Note:** venting & attic hatch required if insulating



### Number of Storeys:

- ☐ One      ☐ Loft      ☐ Two  
 Access to 2nd level: ☐ Ladder      ☐ Staircase

### Will there be a bathroom in the building?

- ☐ No      ☐ Yes (2 piece)      ☐ Yes (3 piece)

### Roof Truss or Rafter Spacing:

- ☐ 16" o.c.      ☐ 24" o.c.      ☐ \_\_\_\_\_

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

### Roof Sheathing Type & Thickness:

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

### Roofing Material / Shingles:

- ☐ Asphalt      ☐ Metal      ☐ \_\_\_\_\_

### Roof Overhang Width:

- ☐ 12"      ☐ 24"      ☐ \_\_\_\_\_

### Wall Height: (Tall wall Eng design if exceeds NBC Table 9.23.10.1)

Foundation to Top Plate (note ft or m): \_\_\_\_\_

### Wall Stud Size & Spacing:

- ☐ 2" x 4"      ☐ @ 16" o.c.  
☐ 2" x 6"      ☐ @ 24" o.c.  
☐ \_\_\_\_\_      ☐ \_\_\_\_\_

### Wall Sheathing Thickness & Cladding Type:

- ☐ 3/8"      ☐ 7/16"      ☐ \_\_\_\_\_  
☐ Vinyl Siding      ☐ Stucco      ☐ \_\_\_\_\_

### Wall Anchor Size & Spacing:

- ☐ 1/2" bolts @      ☐ 8' o.c. (maximum allowed)  
☐ \_\_\_\_\_      ☐ \_\_\_\_\_ (if differs from above)

### Overhead Doors: (Note size for each) (W" x H")

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

### Header Size:

- ☐ 2" x 10"      ☐ 2 ply      ☐ LVL (eng-stamped)  
☐ 2" x 12"      ☐ 3 ply      ☐ \_\_\_\_\_

### No. of Plies: (for Overhead Door(s))

### Windows: (Note size for each) (W" x H")

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

Note window header size and # of plies: \_\_\_\_\_

### Will the building be insulated? (If yes, note type)

- ☐ No      ☐ Yes      ☐ \_\_\_\_\_  
☐ Batt      ☐ Foam Board      ☐ Spray Foam

### Heating Source? (If yes, note type)

- ☐ Gas Furnace      ☐ In-Floor Heat      ☐ None

### Will there be sleeping rooms in the building?

- ☐ No      ☐ Yes (note number of occupants) \_\_\_\_\_



## Deck - PBI Specifications

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

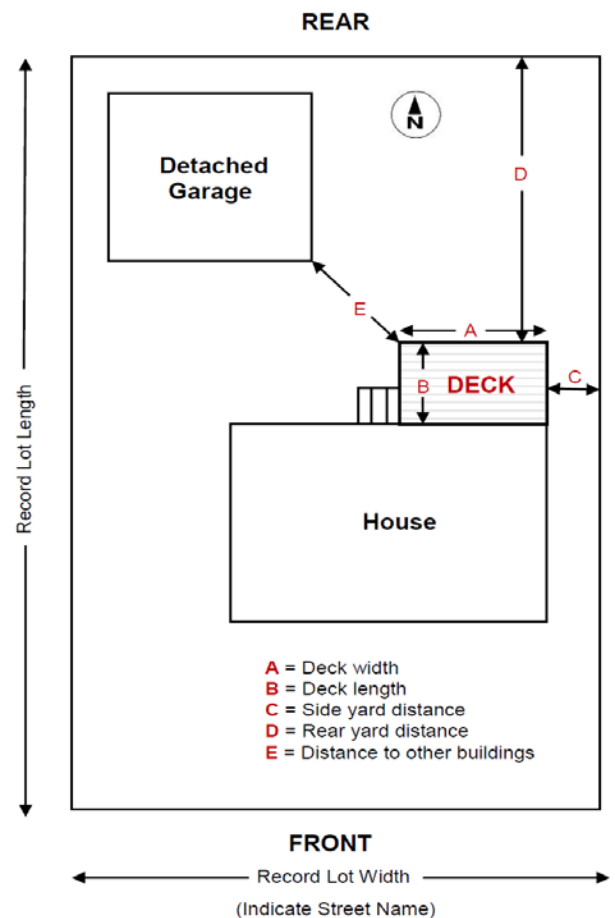
Owner: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

### (1) Provide a **SITE PLAN** sketch below or on a separate sheet and note the following:

- ☐ Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- ☐ Indicate the **North** direction.
- ☐ Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- ☐ Label the **street/road name** in the front yard.
- ☐ Note what **borders the property** on each side (lane, neighbour, street, park, etc.)
- ☐ Draw the **house** on the lot (to scale)
- ☐ Draw the **size, shape & location of deck** on the lot (to scale), **including stairs**.
- ☐ Note the **deck dimensions** (ft or m) - (A) Width (rear facing) / (B) Length (side facing)
- ☐ Note the **distance** of the deck to the side (C) and rear (D) **property lines** (ft or m)
- ☐ Draw any **other buildings** on the same lot (e.g. detached garage, shed, etc.)
- ☐ Note the closest **distance** of the deck **to other buildings** (E) on the same property.
- ☐ Show the **direction of decking material** (horizontal, diagonal, etc.)

### My Site Plan

### Site Plan Example

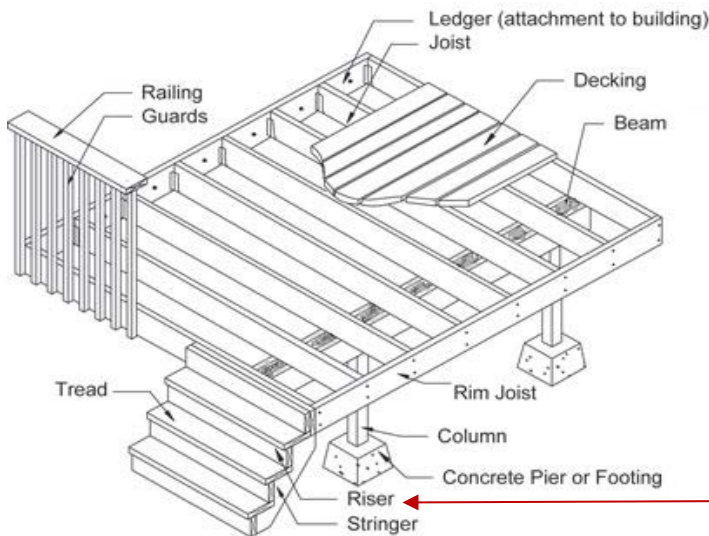


**Please call PBI at (306) 536-1799 if you have any questions.**

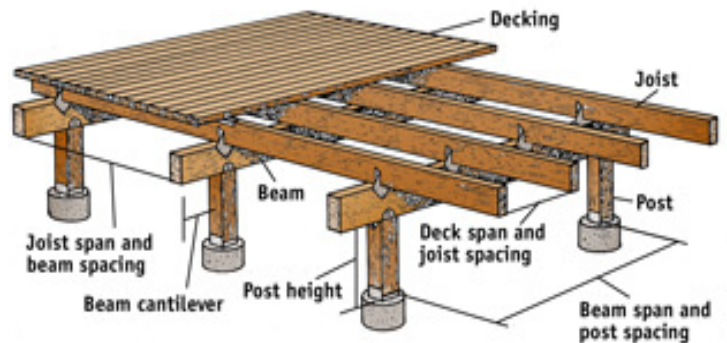
**(2) Provide a SKETCH of the deck plan on a separate sheet, indicating:**

- ☐ Dimensions of deck (**length**, **width**, and **height** above ground)
- ☐ Label **ledger** board location
- ☐ Direction of **joists** (note joist size, spacing and span)
- ☐ Size of **joist cantilever** (length of joist overhang past beam)
- ☐ Location of **columns** (note column size and spacing)
- ☐ **Foundation** type supporting columns (note type, size, and depth)
- ☐ Direction of **beams** (note beam size and number of plies)
- ☐ Location and width of **stairs** (minimum stair width must be 36")
- ☐ Number of stair **risers** and riser height (rise must be between 5" to 7-7/8" high and be of uniform size for all steps)
- ☐ Width ("run") of stair **treads** (tread must be between 10" - 14" wide and be of uniform size for all steps)
- ☐ Height of **guards** (minimum guard height is 36" with no openings larger than 4". Guards may be required on both sides of stairs.)
- ☐ Direction of **decking** (note decking type and thickness)

**Summary of Terms:**

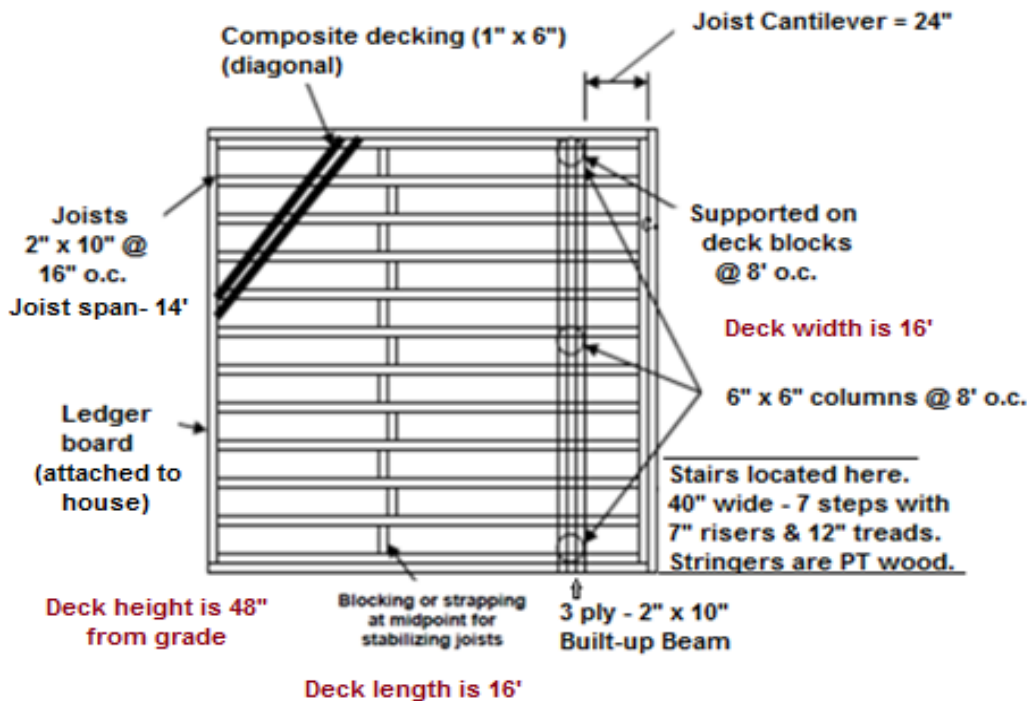


**How to Measure Distances:**



\* **Note:** Wall and/or guards are required on both sides of the stairs if there are 4 or more risers.

Below is an example of how to draw and label your deck plan. ☐ Include all information requested above.  
**\*\*\* Also complete the checklist on page 3 and submit with your deck plan.**



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

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

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

Jobsite Address: \_\_\_\_\_

### (3) Complete ALL information below and submit with your deck plan:

#### Support:

- ☐ Attached to dwelling or other building (ledger board)  
☐ Detached

#### Walking Surface Height Above Grade/Ground:

- ☐ 24" or less (No guards or stair handrails required)  
☐ 24.1" - 72" (36" high guards and stair handrails required)  
☐ Over 72" (42" high guards, stair handrails and piles required)  
☐ Over 13'-9"

#### Clearance from Deck to Overhead Wires:

\_\_\_\_\_ feet (from walking surface to wires)

#### Joist Size:

- ☐ 2" x 6"  
☐ 2" x 8"  
☐ 2" x 10"  
☐ 2" x 12"

#### Joist Spacing:

- ☐ @ 12" o.c.  
☐ @ 16" o.c.  
☐ @ 24" o.c.

#### Joist Span: (Beam Spacing)

(Distance between beams or house to beam)

- ☐ Up to 8 ft. ☐ 14' - 16'  
☐ 8' - 10' ☐ 16' - 18'  
☐ 10' - 12' ☐ 18' - 20'  
☐ 12' - 14' ☐ Over 20 ft - see Span Table

Deck Joist - Sizing Table			
Joist Span	@ 12" oc	@ 16" oc	@ 24" oc
Up to 8'	2"x 6"	2"x 6"	2"x 6"
8' - 10'	2"x 6"	2"x 6"	2"x 8"
10' - 12'	2"x 8"	2"x 8"	2"x 8"
12' - 14'	2"x 8"	2"x 10"	2"x 10"
14' - 16'	2"x 10"	2"x 10"	2"x 12"
16' - 18'	2"x 12"	2"x 12"	
18' - 20'	2"x 12"		
Over 20' see span table			

#### Joist Cantilever: (joist overhang distance past beam)

\_\_\_\_\_ inches

#### Column (Post) Size:

- ☐ 2" x 6" ☐ 2 ply  
☐ 2" x 8" ☐ 3 ply  
☐ 2" x 10" ☐ 4 ply  
☐ 2" x 12" ☐ 5 ply  
☐ 4" x 4" ☐ 6" x 6"  
☐ Steel telepost  
☐ Other: \_\_\_\_\_

#### Column (Post) Height:

- ☐ Less than 24"  
☐ 24" - 48"  
☐ 48" - 72"  
☐ Over 72" (requires piles for foundation support)

#### Foundation Support: (NBC 9.12.2.2. & 9.23.6.2.)

- ☐ Deck blocks / pier blocks  
☐ Concrete pad: Length: \_\_\_\_\_ x Width: \_\_\_\_\_  
Concrete pad: Thickness: \_\_\_\_\_  
☐ Concrete piles: Diameter: \_\_\_\_\_ Depth: \_\_\_\_\_  
☐ Screw piles: Helical Size: \_\_\_\_\_ Depth: \_\_\_\_\_  
☐ Other: \_\_\_\_\_  
☐ Adjustment provided to relevel deck. Indicate how: \_\_\_\_\_

#### Beam Size:

- ☐ 2" x 6"  
☐ 2" x 8"  
☐ 2" x 10"  
☐ 2" x 12"  
☐ Other: \_\_\_\_\_

#### No. of Plies

- ☐ 2 ply  
☐ 3 ply  
☐ 4 ply  
☐ 5 ply

#### Beam Span: (Column Spacing)

(Distance between columns supporting beams)

- ☐ Less than 6' ☐ 10' - 11'  
☐ 6' - 8' span ☐ 11' - 12'  
☐ 8' - 9' ☐ 12' - 13'  
☐ 9' - 10' ☐ 13' - 14'  
☐ Other: \_\_\_\_\_

#### Beam Cantilever: (beam overhang distance past column)

\_\_\_\_\_ inches

#### Decking Material Type:

- ☐ Wooden Deck Boards (Treated or Cedar)  
☐ Composite  
☐ Vinyl  
☐ Other: \_\_\_\_\_

#### Stair Stringers Made of:

- ☐ Pressure Treated Lumber  
☐ Metal  
☐ Other: \_\_\_\_\_

#### Number of Stair Risers:

- ☐ 0 - 3 ☐ 4 - 9 ☐ 10 or more

#### Building Roof Over Deck?

- ☐ No  
☐ Yes-Trusses (Engineer foundation & roof truss designs req'd.)  
☐ Yes-Rafters (Engineer foundation designs are required.)

#### Deck Enclosure? (If yes, indicate if insulated or not)

- ☐ No  
☐ Yes - Wood frame enclosure  
☐ Yes - Manufactured sunroom enclosure  
☐ Insulated ☐ Not insulated