



Online Permitting

Town of White City

April 2023



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Introduction

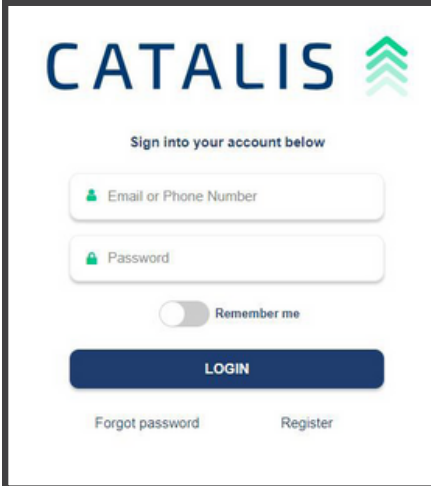
Welcome to the Town of White City's new Catalis Planner Permit Portal. The Town is working towards streamlining the permitting process and providing an easy online permit application process for residents, developers, and contractors alike.

All developments including driveway, landscaping, fence, accessory buildings, renovations, new homes, swimming pools, and basements can utilize the Planner Portal.

Before you start the application process, we kindly ask that you register and create your own Catalis Planner Account.

By clicking the link below, you will be redirected to the Public Portal where you can begin the registration process. To begin account set up, simply click on the register tab, and follow the directions.

Public Portal

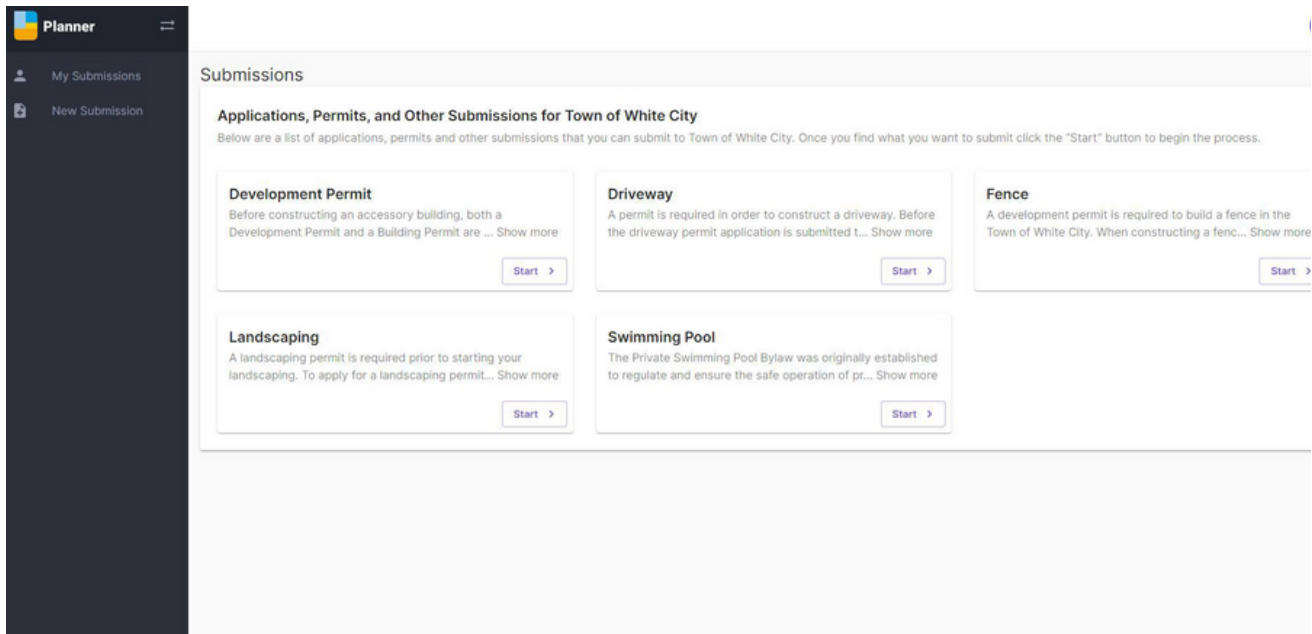


The image shows a login form for the Catalis Planner Permit Portal. At the top, the word "CATALIS" is displayed in blue, followed by a green logo consisting of three upward-pointing chevrons. Below the logo, the text "Sign into your account below" is centered. The form contains two input fields: "Email or Phone Number" and "Password", both with green icons on the left. Below these fields is a "Remember me" toggle switch, which is currently turned off. A dark blue "LOGIN" button is positioned below the toggle. At the bottom of the form, there are two links: "Forgot password" and "Register".

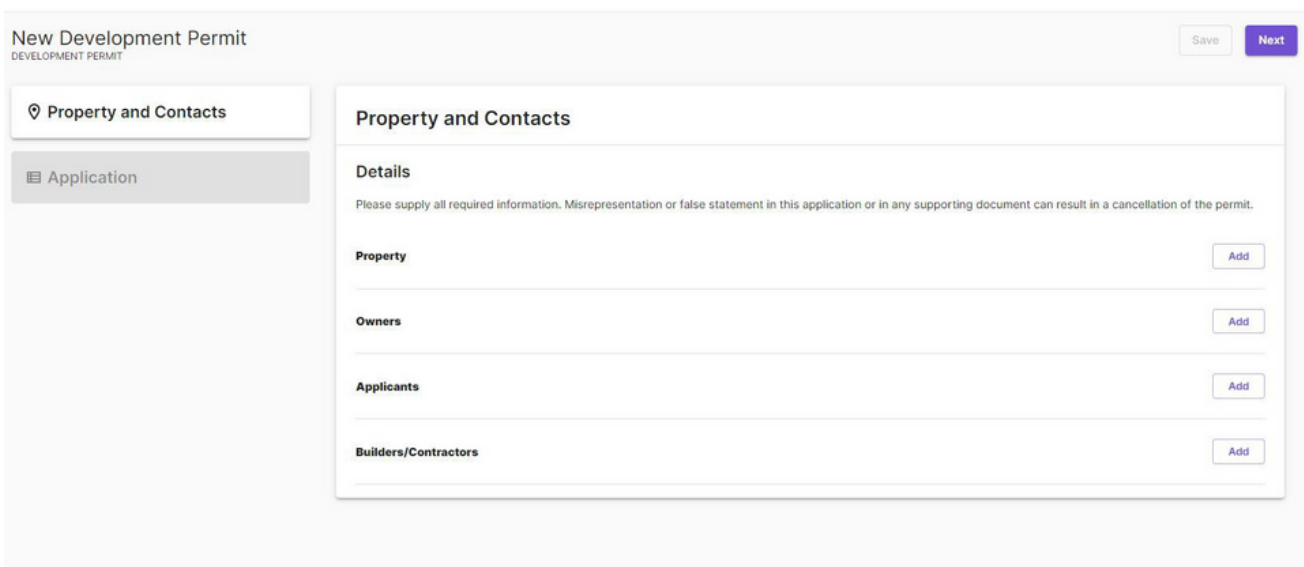
Once you have completed your registration and verified the account email, you can proceed with selecting the application process that applies to you.

Application Selection

White City's Online Permit Application Portal allows you to submit permits for: general developments, driveways, fences, landscaping, and swimming pools.



Once you have selected the appropriate application workflow, you can begin filling in all the relevant information for property and contacts. Please be sure to check to make sure you have filled out all the applicable information boxes.



In the Search box at the top, you will be able to search for the civic address where the proposed work will be taking place. By selecting the corresponding property, the remaining fields will auto populate with the information in the Town's Tax system tied to that property.

The Legal Long Description and Electoral Area boxes can be left blank as both boxes are not applicable.

Once your property information has been confirmed you can proceed with updating the contact information section. If you are the property owner, applicant, and contractor please be sure to click the boxes on the bottom left corner of the information box that will automatically auto populate the remaining sections. Otherwise, fill in all applicable contact information sections as they apply.

The 'Add Property' form contains the following fields: Search (dropdown), Roll Number* (text), Zone (text), Long Legal Description (text), Short Legal Description (text), Address* (text), City (text), Province (text), Postal Code (text), Country (text), Parcel Area (text), Electoral Area (text), and Provincial Linc Number (text). At the bottom right are 'Cancel' and 'Add' buttons. Arrows from the text boxes point to the Search, Long Legal Description, and Electoral Area fields.

The 'Add Owner' form contains the following fields: Company Name (text), Name* (text), Email Address (text), Phone Number (text), Other Phone Number (text), Mailing Address* (text), City (text), Province (text), Postal Code (text), Country (text), and two checkboxes: 'Also Applicant' and 'Also Builder/Contractor'. At the bottom right are 'Cancel' and 'Add' buttons. Arrows from the text box point to these two checkboxes.

Development Permits

Application Information

The screenshot shows a web form titled "Application Information". It contains several sections:

- Application Information:** A dropdown menu currently showing "Proposed Development".
- Proposed Use*:** A dropdown menu currently showing "Zoning".
- Type of Development:** A dropdown menu with two visible options: "New Homes" and "Accessory/Deck/Basement/Addition/Renovation/Discretionary Uses".
- Development Description:** A text area with a rich text editor toolbar above it. The toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and a font style dropdown set to "Normal".

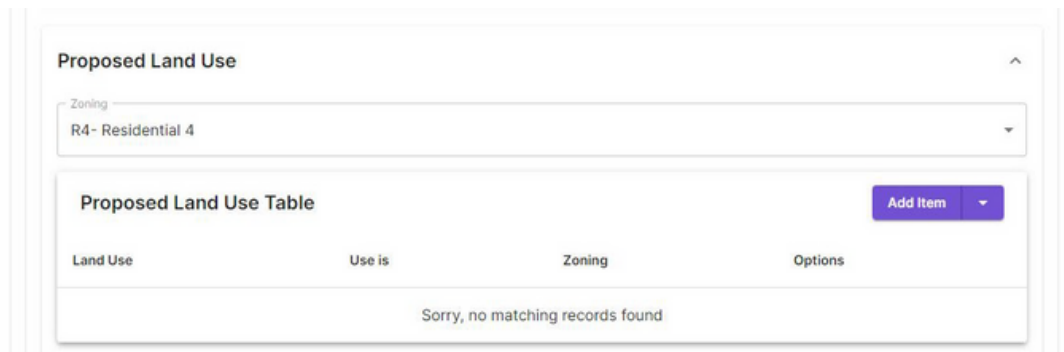
When applying for a development permit application the first thing you will need to fill out is the development you are proposing to begin. By clicking the drop-down list, you will be presented with a list of possible developments you may be applying for.

The screenshot shows a dropdown menu with the following list of options:

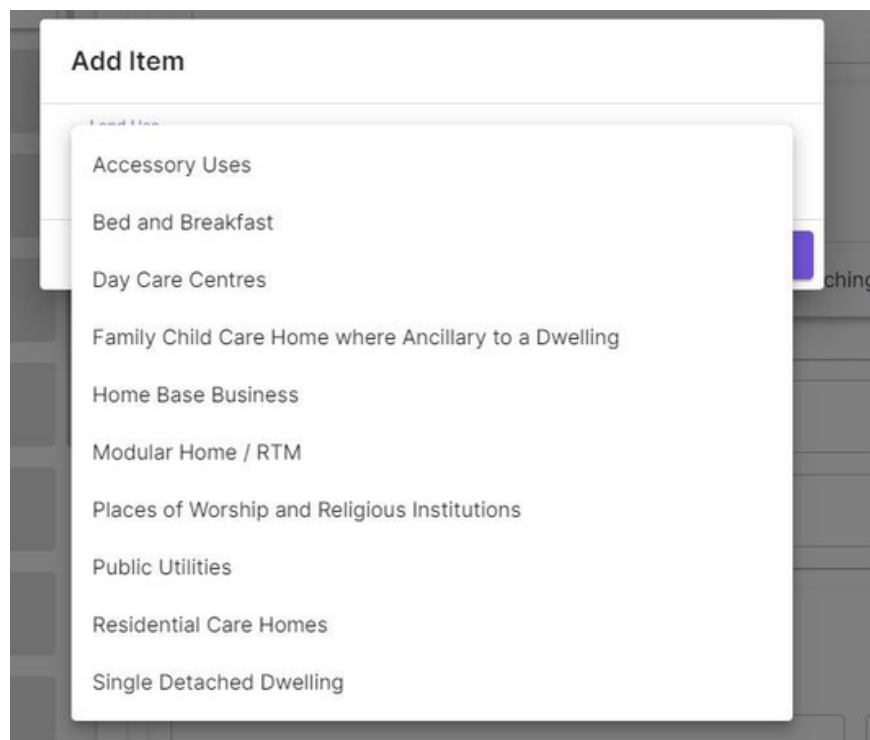
- Accessory Building
- Addition
- Building Removal
- Basement Development
- Deck
- Change of Use
- Commercial Building
- Demolition
- Development Installation services
- New Home
- Renovation
- Repair
- Site Grading
- Swimming Pool
- Other

Once you have selected your desired form of development, you will be prompted to pick the zoning district in which the development will be taking place. If you are unfamiliar with what zoning district your property is in, you can consult the Town’s interactive zoning map [White City Planning and Development Department Map Services](http://arcgis.com) (arcgis.com).

Alternatively, you can contact the Town Office and our staff will be more than happy to assist you with confirming that information.



In addition to selecting the corresponding zoning district, a land use item from the “Add Item” list will also need to be selected. Basements, decks, renovations, and additions will be subject to the same zoning district regulations as single detached dwellings.



Development Information

Development Information

Category Application Type

Existing buildings Class of Use

Rural Sign Required Multiple Developments

The development information section provides the Town with more context to the proposed development that you are applying for. A typical development permit application, including a single detached dwelling, basement developments, decks, accessory buildings are considered residential. This will also apply to the class of use drop down menu. Please select the category the best represents the proposed development.

The application type will either be permitted or discretionary.

Permitted Use – The use of land, buildings or other structures that shall be permitted in a Zoning District where all requirements of the Zoning Bylaw are met.

Discretionary Use – Uses or development of land, buildings, or other structures that may be permitted in a Zoning District only at the discretion of Council and which conforms to all discretionary use regulations and other regulations applicable to the district in which the use is located.

If you are unsure of what type of application type you are submitting, you can refer to the Proposed Land Use Table section in a previous section. The example below shows that a single detached dwelling in the Residential 4 District would be a permitted use.

Proposed Land Use

Zoning
R4- Residential 4

Proposed Land Use Table Add Item

Land Use	Use is	Zoning	Options
Single Detached Dwelling	Permitted	R4- Residential 4	

Alternatively, both permitted and discretionary uses are outlined in the in the corresponding zoning district section of the Zoning Bylaw.

Proposed Land Use

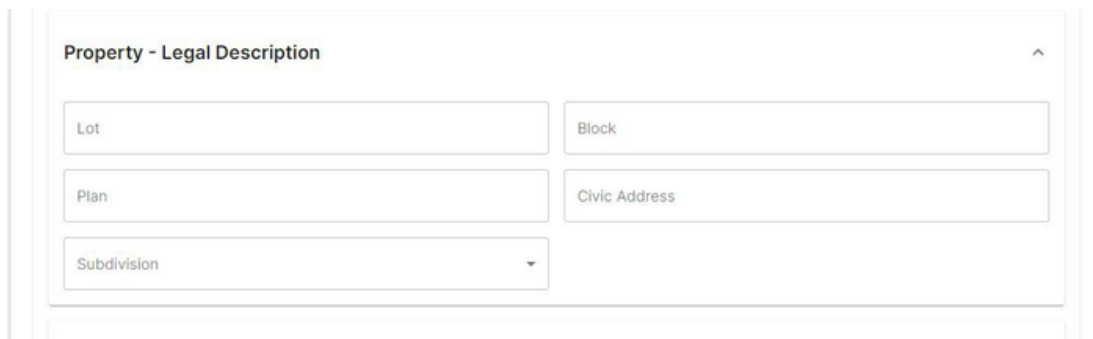
Zoning
R4- Residential 4

Proposed Land Use Table Add Item

Land Use	Use is	Zoning	Options
Single Detached Dwelling	Permitted	R4- Residential 4	⋮

Alternatively, both permitted and discretionary uses are outlined in the in the corresponding zoning district section of the Zoning Bylaw.

Legal Property Description



Property - Legal Description

Lot

Block

Plan

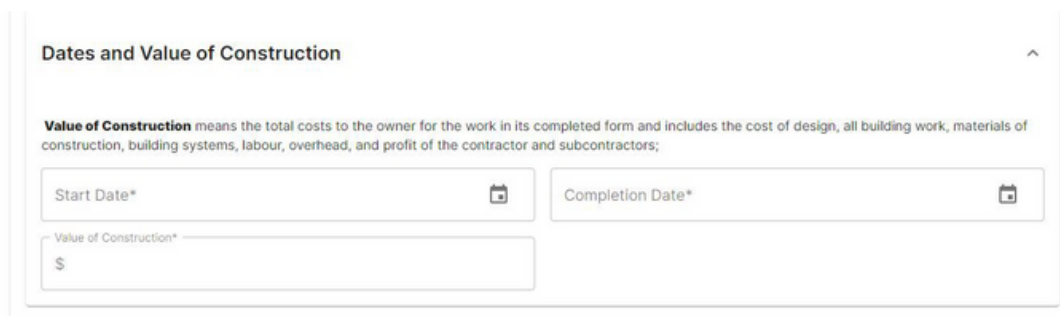
Civic Address

Subdivision

You can find your property's legal description on the left-hand side of your Real Property Report. If you do not have copy of your Real Property Report, you can contact the Town Office and we can send you a copy (older properties built prior to 2000 may not have their RPR's on file).

Alternatively, you can contact the Town and they will be able to search for you legal property description for you.

Dates and Value of Construction



Dates and Value of Construction

Value of Construction means the total costs to the owner for the work in its completed form and includes the cost of design, all building work, materials of construction, building systems, labour, overhead, and profit of the contractor and subcontractors;

Start Date*

Completion Date*

Value of Construction*

\$

A proposed date of commencement and completion will be required to be inputted before an application can be officially submitted. Additionally, you will need to provide an approximate value of construction.

Value of Construction means the total costs to the owner for the work in its completed form and includes the cost of design, all building work, materials of construction, building systems, labour, overhead, and profit of the contractor and subcontractors. If the proposed development does not require a building permit, you can simply enter 0 for the total.

Building Details

Building dimensions for the project will be the next step of the application. All dimensions should be recorded in metric. This section has a clickable link that will direct you to an online conversion calculator for your convenience if your current measurements are in imperial.

If a variance is required for the application, you should discuss the nature of the variance with the Town's administrative staff as Zoning Bylaw – 581 -14 does not permit minor variances or otherwise and any approvals for a variance must come from the Development Appeals Board review process.

The same standards apply to development setbacks. Prior to starting an application, it is important to confirm the minimum setback standards in the relevant zoning district for the respective project being pursued. The development standards and setback regulations will also be displayed in the setback requirements table.

Setback Requirements

Zoning
R4- Residential 4

Setback Requirements Table Add Item

Land use	Setbacks	Options
Accessory Uses	Floor area Coverage (maximum): 5% of Lot area. Height (maximum)(m): 3.66[roof pitch must be the same or lower than the principal building on the lot], Side Yard Setback (minimum)(m): 2.5, If located no closer than 10.5 Metres from the rear of the principle building (m): 1, Rear Yard Setback (minimum)(m): 1	

Add Item

- Accessory Uses
- Bed and Breakfast
- Day Care Centres
- Family Child Care Home where Ancillary to a Dwelling
- Home Base Business
- Modular Home / RTM
- Places of Worship and Religious Institutions
- Public Utilities
- Residential Care Homes
- Single Detached Dwelling

Clicking on the “Add item” icon will prompt you to pick the type of land use you are pursuing. Once the land use is added the development standards for that use will appear in the table.

Following the setbacks, you will also be prompted to input your building dimensions. These will also need to be inputted in metric. Like setbacks, any variances for building dimensions must be approved through the Development Appeals Board. If you believe you may require a variance, please talk with the Development Officer before submitting your application.

Dimensions ^

Please ensure all setbacks are inputted in metric (m).

Length m Width m

Height m Total Area of Construction

Dimension Variance Required Variance Required Details

General Documents

The General documents section is where the forms required for each development will be able to be uploaded for the Town to review them. By taking the completed document saved on your computer, you can simply drag and drop the document in the box, and it will be uploaded as part of the submission. It is important to ensure all the required documents are filled out to the best of your knowledge and submitted before finalizing your application. All development permit applications will require a site plan as part of the submission.

General Documents ^

Site plans are required for all developments including: **New Homes, Accessory and Discretionary Uses and Commercial Developments**

Please check the Town of White City website for any additional forms that may be required as part of your project [Town of White City - Permits](#).

If you are unsure about which forms may be required please contact the development officer Chace Kozack via email ckozack@whitecity.ca or by phone 306-781-2355 Ext 234.

Site Plan (Plot Plan)*

Additional Documents for New Homes

New home permits will also require: Engineered foundation and truss plans, the PBI Plan Review Checklist Form, Energy Efficiency Forms, and the PBI Permit Information Form.

A screenshot of a web interface titled "Additional Document For New Homes". It features a 2x2 grid of dashed-line boxes, each containing a document name and a cloud upload icon. The documents are: "New Home Engineered Drawings", "Residential - Plan Review Checklist (PBI Form)", "Energy Efficiency Forms", and "Permit Information Form".

Document Name	Upload Icon
New Home Engineered Drawings	Cloud with arrow up
Residential - Plan Review Checklist (PBI Form)	Cloud with arrow up
Energy Efficiency Forms	Cloud with arrow up
Permit Information Form	Cloud with arrow up

Additional Documents Accessory and Other Uses

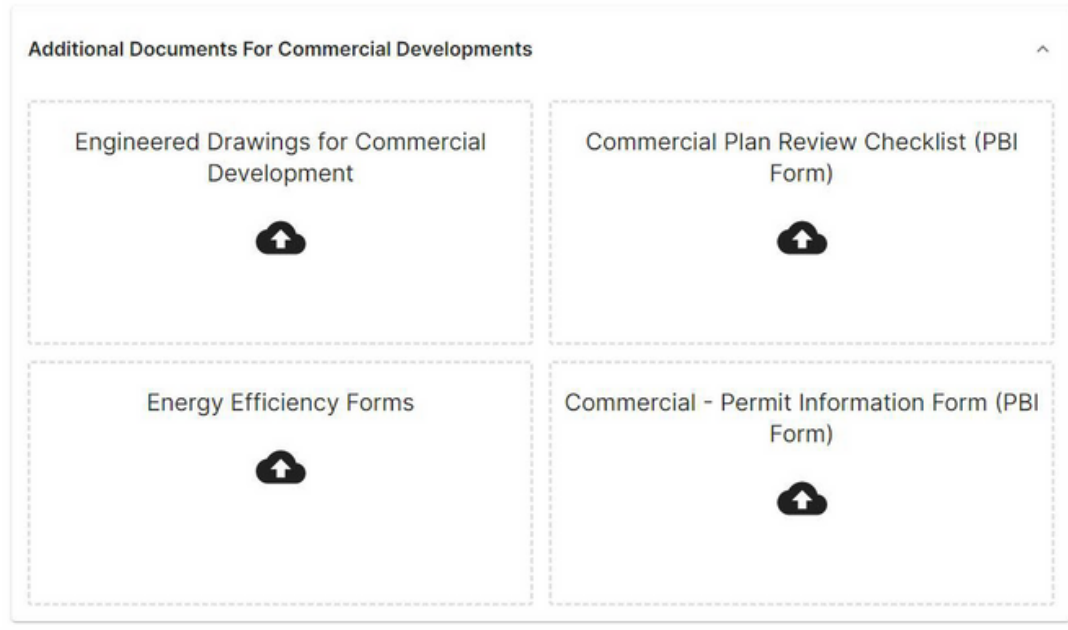
Additional documents required for accessory, basements, additions, renovations, decks, or solar panels include: any required engineering documents, the PBI Plan Review Checklist, the project specific PBI Specification Form, and PBI Permit Information Form.

A screenshot of a web interface titled "Additional Document For Accessory/Basements/Addition/Renovation/Deck/Solar". It features a 2x2 grid of dashed-line boxes, each containing a document name and a cloud upload icon. The documents are: "Engineered Drawings (If Applicable)", "Residential - Plan Review Checklist (PBI Form)", "Specifications Form (Deck, Basement, Accessory, Addition, Renovation)", and "Residential - Permit Information Form (PBI Form)".

Document Name	Upload Icon
Engineered Drawings (If Applicable)	Cloud with arrow up
Residential - Plan Review Checklist (PBI Form)	Cloud with arrow up
Specifications Form (Deck, Basement, Accessory, Addition, Renovation)	Cloud with arrow up
Residential - Permit Information Form (PBI Form)	Cloud with arrow up

Additional Documents for Commercial Developments

Additional documents for commercial developments may include Engineered drawings (including mechanical layouts), PBI Commercial Plan Review Checklist, PBI Permit Information Form, and PBI Energy Efficiency Forms.

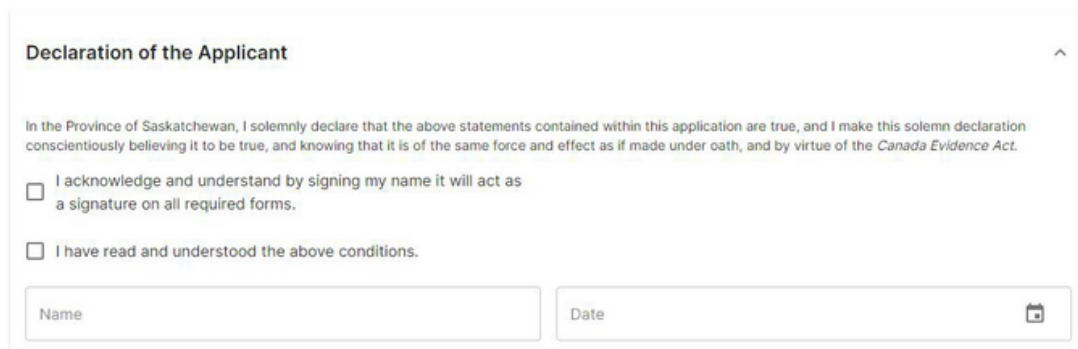


The screenshot shows a web interface with the title "Additional Documents For Commercial Developments". It contains four distinct upload areas, each with a dashed border and a central upload icon (a cloud with an upward arrow). The areas are labeled as follows:

- Top-left: Engineered Drawings for Commercial Development
- Top-right: Commercial Plan Review Checklist (PBI Form)
- Bottom-left: Energy Efficiency Forms
- Bottom-right: Commercial - Permit Information Form (PBI Form)

Declaration of Applicant

The final step of the submission process is to sign the applicant declaration acknowledging the information you have submitted is accurate to the best of your knowledge and providing the date of you have completed the application. As part of the online application process, the Development Permit and Building Permit are generated for you based on the information inputted in the application stage. By signing your name in the declaration of applicant box, it allows your signature to be generated on both forms as necessary.



The screenshot shows a form titled "Declaration of the Applicant". It contains the following elements:

- A declaration statement: "In the Province of Saskatchewan, I 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*."
- Two checkboxes:
 - I acknowledge and understand by signing my name it will act as a signature on all required forms.
 - I have read and understood the above conditions.
- Input fields for "Name" and "Date" (with a calendar icon).

Swimming Pools

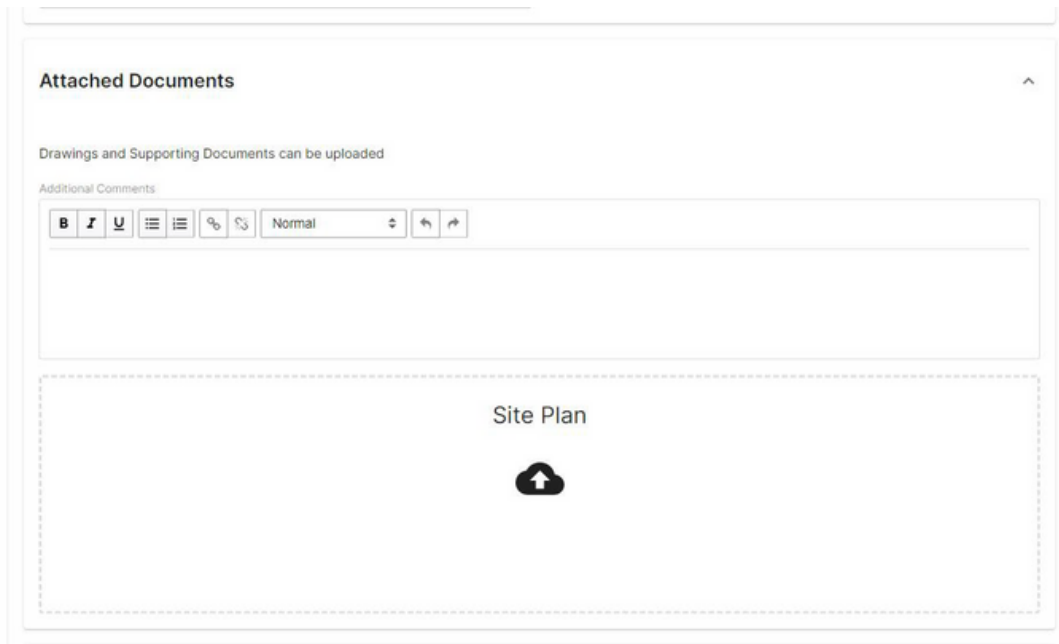
Swimming pool applications, both inground and above ground, require a development permit application as well as a separate swimming pool application. The swimming pool application process takes place in two parts. All the standard information will be required as is outlined in the development permit application process. The second portion of the application will be specific to the pool itself. You will be prompted to input the scope of work which includes the subdivision the development will take place in as well as the pool type.

The screenshot shows a web form titled "Swimming Pool Application". It includes a header section with explanatory text about the Private Swimming Pool Bylaw. Below this, there are three main sections: "Scope of work" with dropdown menus for "Subdivision" and "Pool Type"; "Estimated Timeline of Work" with date pickers for "Date of Commencement" and "Date of Completion".

For the enclosure regulations, please consult the Private Swimming Pool Bylaw No. 667-21.

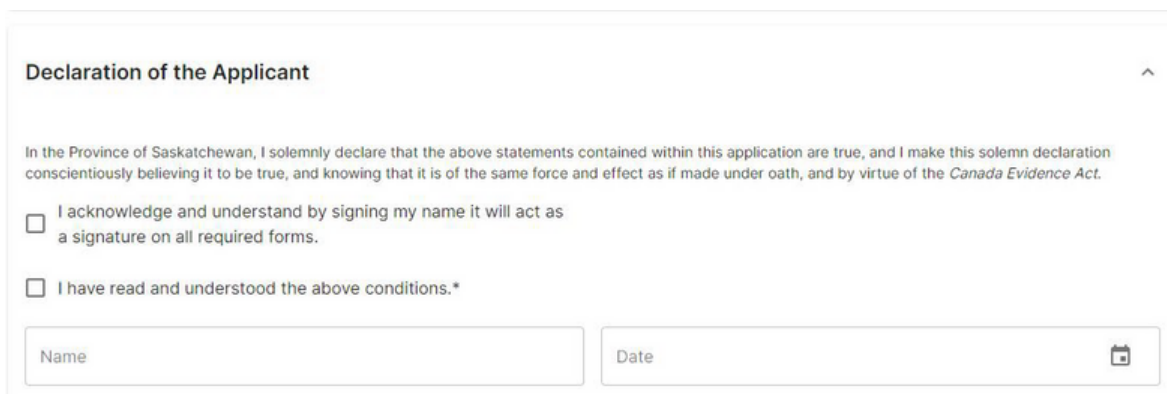
The screenshot shows a web form titled "Construction & Enclosure Details". It features a rich text editor for "Type of Constructions" with standard formatting tools. Below the editor are three input fields: "Type of Enclosure", "Height of Enclosure", and "Number of Gates".

As part of the application, you will also need to submit any supporting documents as it relates to the application. In-ground pools will need engineer sealed plans as well as any other construction and material plans that may come with the project. If you have pictures of proposed fencing, please also include that so that it can be review by the Town.



The screenshot shows a section titled "Attached Documents" with a collapse icon. Below the title, it states "Drawings and Supporting Documents can be uploaded". There is a text area for "Additional Comments" with a rich text editor toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and a dropdown menu set to "Normal". Below the text area is a large dashed rectangular box labeled "Site Plan" with a central upload icon (a cloud with an upward arrow).

Lastly, you will need to sign the Declaration of the Applicant acknowledging all the materials and information provided is true to your knowledge and that by typing your name you are allowing the program to generate on the signature line for the application.



The screenshot shows a section titled "Declaration of the Applicant" with a collapse icon. Below the title, it contains the text: "In the Province of Saskatchewan, I 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*." Below this text are two checkboxes: " I acknowledge and understand by signing my name it will act as a signature on all required forms." and " I have read and understood the above conditions.*". At the bottom, there are two input fields: "Name" and "Date" with a calendar icon.

Landscaping

Once your property information has been properly inputted, you can start the landscaping permit process. Prior to submitting the application, it is important to understand what the landscaping regulations in your subdivision are. If you are unsure of what neighbourhood/ subdivision you reside in, you can contact the Town Office and administrative staff will be able to assist you.

The screenshot shows a web form with a dropdown menu for "Subdivision*" and a checkbox for "Site Plan Approved by Developer If Applicable". Below these are three upload boxes: "Property Grade Elevation Certificate", "Real Property Report", and "Site Plan*", each with an upload icon.

Prior to typing in your property information, you will need to submit your site plan. This can be done by simply scanning your site plan onto your computer and dragging and dropping it into the upload box. If you have a blank copy of your Real Property Report and or your Elevation Certificate, please follow the same steps.

The "Important Dates" section contains a paragraph of text and four date input fields: "Date of Commencement", "Date of Completion", "Date Home Built", and "Due Date for Landscaping".

You are expected to have your landscaping and hard surface driveway finished within two years after completion of the residential building. Failure to complete the landscaping in the required time frame could result in the forfeiture of the landscaping and ditch deposit. If for some reason you are unable to complete the landscaping within 2 years, you must contact the town to discuss the option of receiving an extension to this timeline.

Date of Commencement	Date of Completion
Date Home Built	Due Date for Landscaping

Residents are required to have their landscaping completed no more than two years after the dwelling has finished being constructed. If you have not been able to do so, or you are not the original owner of the home, you still may be eligible for your deposit to be returned. To inquire about whether you are eligible to receive your deposit, please contact the Town's Development Officer.


If you are unsure about the exact date the dwelling was completed, you can also send an inquiry to the Town or simply leave a comment on the bottom of the page. Alternatively, you can provide a rough estimation of the date.

Declaration of Applicant ^

I hereby agree to comply with the grade level requirements and acknowledge that it is my responsibility to ensure compliance with the Restrictive Covenant of the Developer. I agree to complete the landscaping conforming to the approved plans and if any changes are required, will seek secondary approval from the Town of White City. Upon full completion of the landscaping, I will contact the municipality for an inspection to determine compliance with the landscaping and ditch deposit regulations.

I acknowledge and understand signing my name will act as a signature on the application form.*

I have read and understood the conditions*

Date  Applicant Name*

Once you have filled in all the relevant information, you will be able to sign and date your application in the Declaration of Application portion and submit your application.

Driveways

Prior to starting your driveway permit application, please ensure to review or inquire about the driveway regulations in your subdivision as well as the Driveway Bylaw 594-15.

You will also need to confirm whether your site plan requires approval from the subdivision developer. All driveways in the Bower West II, Bower West III, and Sarah's Cove subdivisions require the approval of Great Plains Leaseholds prior to gaining approval from the Town.

Application Details

Subdivision Site Plan Approved by Developer If Applicable

Contractor has an Active Business License from Town

Subdivision Specific Requirements

- Before the driveway permit application is submitted to the Town of White City, a site plan detailing the location and measurements of the driveway must first be approved by the developer **(if located in Great Plains Leaseholds Subdivisions - Fairway, Emerald Creek, Bower West & Sarah's Cove)**.
- All driveways are to be finished with an appropriate hard surface of concrete, asphalt or paving stone. **Please note: no asphalt is allowed in Bower West Phase III or Sarah's Cove.**
- For the **Great Plains Leaseholds subdivisions, as well as the McKenzie subdivision**, the driveway shall not exceed 24 feet at the property line, with an allowable 4-foot flare on each side.
- For the **Garden of Eden Subdivision**, the driveway entrance shall not exceed 30 feet with an allowable 4-foot flare on each side.

I have reviewed the Driveway requirements for my subdivision

Location Information

Lot* Block*

Plan* Civic Address*

Driveway Information

All driveways are to be finished with an appropriate hard surface of concrete, asphalt or paving stone. Please note: no asphalt is allowed in Bower West Phase III or Sarah's Cove.

Type of Driveway* Width of the Driveway*

Driveway Flare* Corner Lot

Attached Drawings*

Required

You will be prompted to fill in your legal land description followed by all relevant information regarding the driveway design and construction. It is important to ensure your contractor contacts the Town about getting a valid business license prior to beginning any work on the driveway.

To upload your site plan with your application you will need to take the scanned copy on your device and drag and drop into the site plan upload box.

The screenshot shows a form section titled "Site Plan" with a collapse arrow. Below the title is the instruction: "Please upload a copy of your site plan and any other supporting documentation you may have." There are two dashed boxes for uploads. The first is labeled "Site Plan*" and contains an upload icon. The second is labeled "Supporting Documents" and also contains an upload icon. Below these boxes is a section titled "Date" with three date input fields: "Date of Completion*", "Date Home Built", and "Due Date for Driveway". Each field has a calendar icon to its right.

If you are unsure about the exact date, you're the dwelling was completed, you can also send an inquiry to the Town or simply leave a comment on the bottom of the page. Alternatively, you can provide a rough estimation of the date of completion.

The screenshot shows a form section titled "Declaration of the Applicant" with a collapse arrow. Below the title is a paragraph: "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 Driveway Bylaw of the municipality and all applicable Acts and Regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector." Below this are two checkboxes: " I acknowledge and understand signing my name will act as a signature on the application form*" and " I have read and understood the above conditions*". At the bottom are two input fields: "Date" with a calendar icon and "Applicant Name*".

Once you have filled in all the relevant information you will be prompted to fill in the Declaration of the Applicant after which you will be able to submit your application.

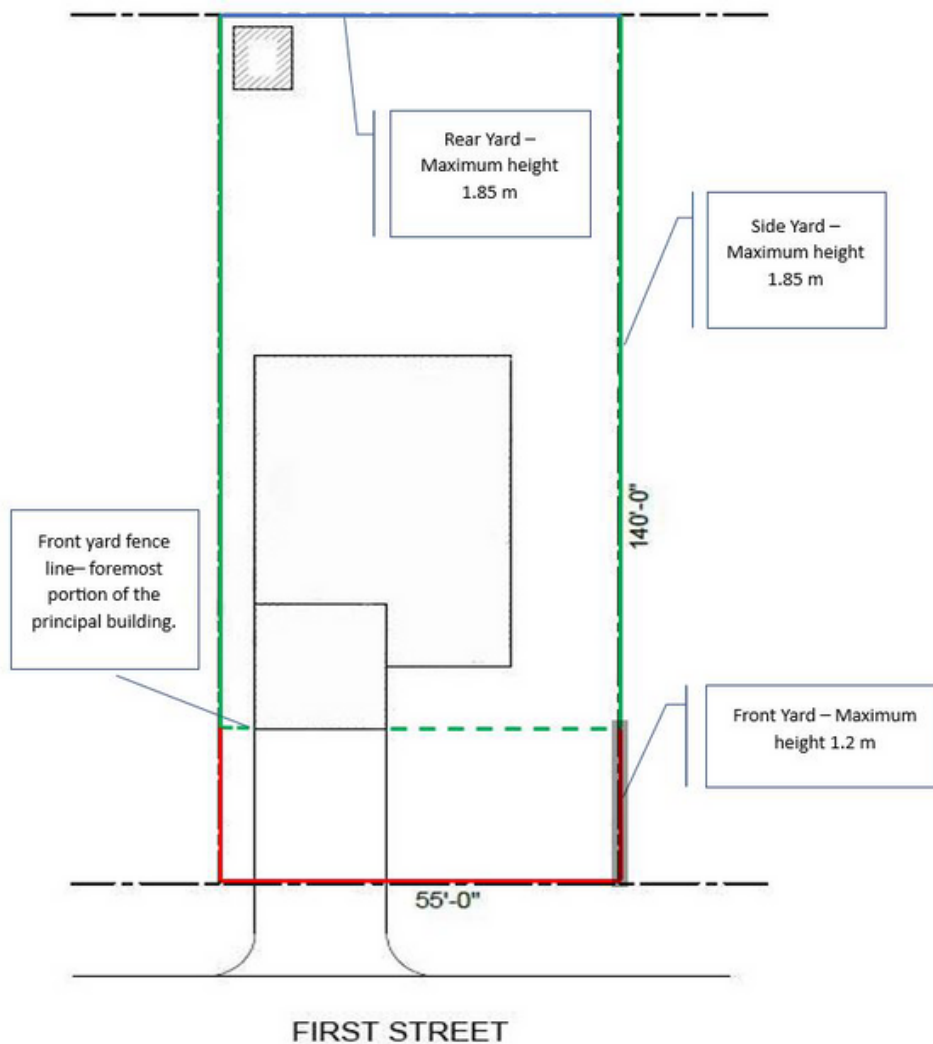
Fences

Prior to submitting your fence permit application, it is important to make sure you consult the corresponding section of your properties zoning district regulations in Zoning Bylaw 594-14. You should also inquire with the Town about whether your application needs approval from the Developer prior to final approval from the Town.

Application Information

Civic Address*	Lot*
Block	Plan*
Subdivision*	

Town of White City - Fence Height Regulations



Front Yard Area Details ^

Front Proposed Height Front Proposed Material

Front Proposed Colour

Side Yard Area Details ^

Side Proposed Height Side Proposed Material

Side Proposed Colour

Rear Yard Area Details ^

Rear Proposed Height Rear Proposed Material


Rear Proposed Colour

Ensure to input the proposed height and material for all sides of the yard you are proposing to fence.


Drawings and Supporting Documents can be uploaded in this section:

- Plot Plan Showing Location of Fence
- Grading Certificate for property

Plot Plan*



Other Documents



Additional Comments

As part of your fence permit application, you will need to submit a site plan outlining the proposed perimeter and location of the fence. If you have a copy of your Elevation Certificate, you should also attach that as part of the submission. You can simply drag and drop the documents in their designated upload boxes.


Once you have entered all the relevant development information and attached the relevant documents, you will be prompted to fill out the Declaration of the Applicant. After hitting submit, the Town will be notified immediately of your application and will be able to start a file and subsequent review.

Declaration of the Applicant ^

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 Driveway Bylaw of the municipality and all applicable Acts and Regulations regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

I acknowledge and understand signing my name will act as a signature on the application form*

I have read and understood the above conditions*

Date  Applicant Name*