

Residential Plan Review Checklist

Project Information

Municipality: _____	PBI Number: 23- _____
Job Site Address: _____	Project Type: _____
Owner's Name: _____	Cell Phone: _____

Residential Project Type

REQUIRED for a Plan Review	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)	Storage only - no living space & unheated
<p>Provide designs and required documents in PDF format as indicated by the unshaded boxes for the project (shaded box means not required).</p> <p>A plan review must be completed by PBI <u>before</u> a building permit is issued.</p> <p style="color: red;">E-mail plans and documents in PDF format to the <u>municipal office</u>.</p> <p><i>Requirements may vary for unique or larger projects. Please consult with PBI.</i></p>														
Site Plan (e.g. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)														
Building Plans (e.g. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)														
Energy Code Forms (applicable to compliance option, code edition & climate zone)														
Building Designs stamped by an engineer (project specific for <u>intended use</u> *)														
Foundation Designs stamped by a structural engineer (site specific)														
Geotechnical Report (if required by zoning bylaws or engineer recommendation)														
PBI Specifications sheet (<i>plus all information requested in the sheets</i>)														
Information Below is Required BEFORE THE FRAMING INSPECTION														
Engineer-stamped roof truss designs & layouts (NBC compliant)														
Engineer-stamped floor truss and/or LVL designs & layouts														
Fireplace or Wood Stove Manufacturer Specifications														
Residential Mechanical Ventilation Design Summary														

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

Signature: _____	Date: _____
<p>* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.</p> <p>* 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).</p>	

Residential Permit Information Form (PIF)

Municipal Office Use Only	
Municipality: _____	Date: _____
Development Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: 24- _____
Geotech Required: <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____	
or:	
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)	
<input type="checkbox"/> New Home	<input type="checkbox"/> RTM
<input type="checkbox"/> Post-Move	<input type="checkbox"/> Modular Home
<input type="checkbox"/> Duplex Unit	
1b) Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:	
<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Attached Garage (Insulated)	<input type="checkbox"/> Attached Garage (Not Insulated)
2) Residential Building Project (Separate Permit is Required for Each Project type)	
<input type="checkbox"/> Addition	<input type="checkbox"/> Attached Garage
<input type="checkbox"/> Deck	<input type="checkbox"/> Basement Development
<input type="checkbox"/> Renovation	<input type="checkbox"/> Roof Extension
<input type="checkbox"/> Sunroom	<input type="checkbox"/> Secondary Suite
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> Accessory Building w/Living	<input type="checkbox"/> Pole Building
<input type="checkbox"/> Boat House	<input type="checkbox"/> New Foundation
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Demolition

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

(Includes Detached Garage & Boat House)

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

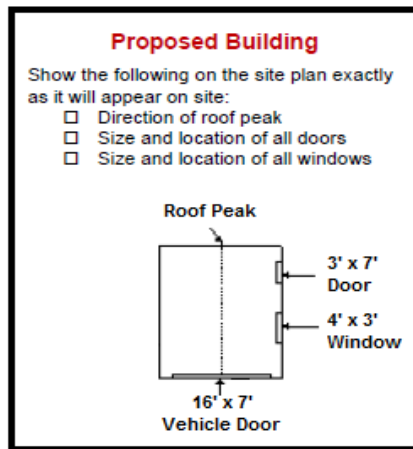
Project Information

Municipality: _____	PBI Number: 23- _____
Job Site Address: _____	Project Type: _____
Building Owner: _____	Cell Phone: _____

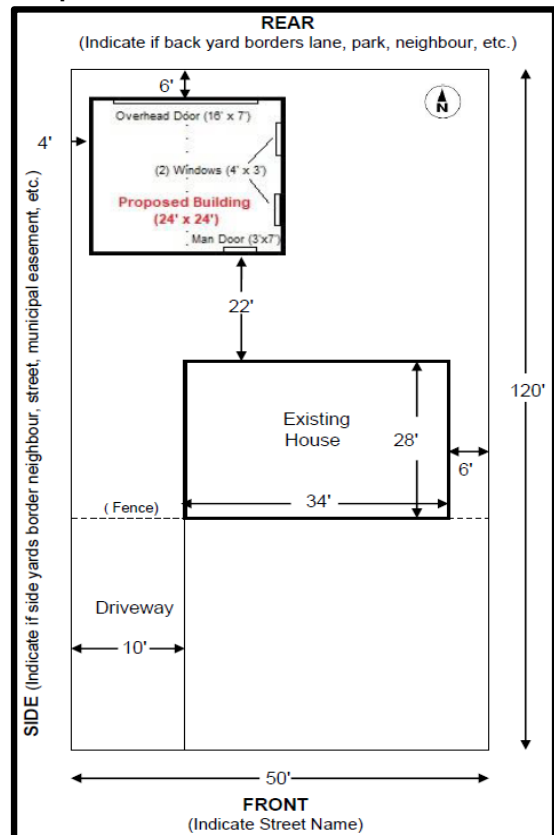
1) Provide a **SITE PLAN** sketch on a separate sheet and note the following:

- 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.

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 ft²): _____

Engineered Roof Trusses by: (name of truss company)

Name of truss company: _____

Rafters (supply design if not using roof trusses)

Roof Truss or Rafter Spacing:

16" o.c. 24" o.c. Other: _____

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

Pitch: _____

Roof Sheathing Type & Thickness:

OSB Plywood Other: _____

3/8" 7/16" Other: _____

Roofing Material / Shingles:

Asphalt Metal Other: _____

Roof Overhang Width:

12" 24" Other: _____

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 $\geq 55 \text{ m}^2$ (592 ft²).

Engineer-stamped foundation designs are required for bldgs > 1,200 ft² or 1 storey.

Other Foundation Type: _____

Number of Storeys:

One Loft Two

Access to 2nd level: Ladder Staircase

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

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

2" x 10" 2 ply LVL (eng-stamp)

2" x 12" 3 ply _____

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 Spray Foam

Batt Foam Board _____

Heating Source? (If yes, note type) None

Gas Furnace In-Floor Heat _____

Will there be sleeping rooms in the building?

No Yes (# of occupants): _____

Will there be a bathroom in the building?

No Yes (2 piece) Yes (3 piece)

