



TOWN OF PILOT BUTTE

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DEVELOPMENT and BUILDING INFORMATION

A DEVELOPMENT PERMIT (INFORMATION REQUIRED TO MAKE SURE THAT THE BUILDING WILL COMPLY WITH THE TOWN ZONING BYLAW) MUST BE APPROVED BY THE TOWN DEVELOPMENT OFFICER. ONCE THE APPROVAL HAS BEEN RECEIVED FOR THE DEVELOPMENT PERMIT, THEN AN APPLICATION FOR BUILDING PERMIT MAY BE COMPLETED.

The Municipality of Pilot Butte requires and issues building permits because, by law, it is required that the municipality will administer and enforce the Provincial Government's Uniform Building and Accessibility Standards Act. This Act states that: the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with building standards. We would like to draw your attention to the following regulations and policies in effect in the town when commencing development. Please call 781-4547 for further information.

- Please note below that the development permit expires in one year and building permits expire 6 months from date of issue if work is not commenced within that period, or if work is suspended for a period of (6) six months.
- An extension of 6 months for building permits and one year for development permits may be granted by the town development officer.
- Permit costs are based on the number of inspections required.
- Noncompliance with building regulations and permits will result in additional inspection costs that will be charged back to the permit holder.
- Noncompliance after the permit and extensions expire will result in having to purchase a new permit.
- Contravention of building bylaws will result in fines according to the Town General Penalty Bylaw No. 14-2011.
- Unpaid costs resulting from non compliance will be added on to the property taxes.
- You must notify the town office of the start, progress, and completion of the project.
- All arrangements for inspections must be made by the permit holder.

The Development Permit and Building Permit can be obtained at the Town of Pilot Butte Town Office.

Specific questions regarding development or zoning should be directed to the Town of Pilot Butte at 781-4547.

The building standards regulations require the town to employ a qualified building inspector for all residential and commercial building permits in the town. "Professional Building Inspections Inc." has been retained to do plan reviews and inspections on our behalf.

Specific questions regarding building plans or actual construction should be directed to Professional Building Inspections Inc. at 536-1799.

PERMIT EXPIRATION:

If the **development** or use authorized by a development permit is not commenced within **one year** from the date of its issue, and completed within twelve months of its issue, the permit is deemed void unless an extension to the period has first been granted. The total time allowed for any or all such extensions shall be no more than one additional year.

All **building** permits issued under this section expire (unless an extension in writing has been first granted when):

- (a) **six months** from date of issue if work is not commenced within that period, or
- (b) if work is suspended for a period of six months, or
- (c) if work is suspended for a period of longer than six months by prior written agreement of the local authority or its authorized representative.

NEW HOME CONSTRUCTION:

REFUNDABLE BUILDING DEPOSIT: \$2000.00

A partial refund of 50% of the refundable building deposit will be issued to the Developer when **all** of the conditions below have been met.

The Municipality must be provided with:

- a) Receipt of Final Inspection Report, complete of all deficiencies, from the Licensed Building Inspectors;
- b) Receipt of a Surveyor's Real Property Report & a Final Grade Elevation as per Section 8.2 & 8.3 respectively of Building Bylaw No. 8 – 2015;
- c) Inspection of water & sewer service connection and Water Meter Installation by the municipality; and
- d) Plumbing Permit & Installation of sewage back flow preventor inspected with the plumbing inspection from the Licensed Plumbing Inspector with Regina Qu'Appelle Health Region.

In any event, if the above items shown above are not completed within 36 months from the date of the approved development permit, the 50% of the partial refund shall be forfeited to the Municipality.

The remaining 50% of the refundable building deposit will be refunded to the homeowner upon completion of the landscaping. If the landscaping is not completed within 36 months from the date of the approved development permit, the remaining 50% of the refund shall be forfeited to the Municipality.

SEWER SERVICE APPLICATION: **\$100.00** (see attached application)

WATER SERVICE CONNECTION: **\$100.00** (see attached application)

WATER METER INSTALLATION: For new homes you must have your plumber contact the town office to collect the Water Meter for installation. At that time a town representative will provide the water meter as well as observe & inspect the installation.

SEWAGE BACKFLOW PREVENTER: Must be installed.

GENERAL BUILDING INFORMATION:

The drawings which will be required are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

REAL PROPERTY REPORT: provided by a Saskatchewan Land Surveyor indicating civic address, legal description, registered owner, easements and surveyor certification. This report indicates lot size, building size and site plan.

LOT GRADING CERTIFICATE: provided by a Saskatchewan Land Surveyor indicating civic address, legal address, surface parcel number, existing lot elevations.

ELEVATIONS: views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys.

FOUNDATION PLAN: overall size of the foundation; size and location of footings; piles; foundation walls; size and location of openings for doors, windows; foundation drainage.

FLOOR PLAN: size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.

STRUCTURAL PLANS: size, material and location of: columns; beams; joists; studs; rafters; trusses; masonry walls; poured in place and pre-cast concrete walls and floors; related structural details.

CROSS-SECTIONS AND DETAILS: cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapour protections; insulation.

MECHANICAL PLANS: description and location of heating, ventilating and air-conditioning equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and piping; size and location of sprinkler system equipment.

ELECTRICAL PLANS: type and location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting.

ZONING INFORMATION:

RESIDENTIAL

ATTACHED GARAGE: Minimum Side yards - 1.2 metres and Minimum Rear yard setback – 6 metres.

HOUSE: Minimum 1.2 metres side yard / Min 7.5 metres front set back / Min 6 metre back yard. Features such as bay windows, window boxes and sills, belt courses, cornices, eaves, and gutters or cantilevered construction such as fire escapes, chimney chases, bow windows, bookcases, built in cabinet, balconies, and canopies may project a distance of **.61 metres into any required front, side or rear yard but not closer than 0.31 metres to a lot line.**

PERMITTED YARD ENCROACHMENTS: Unenclosed decks no higher than 0.61 metres above the finished grade, cantilevered balconies, porches and steps to a maximum projection of 2.4 metres into required front or rear yard.

GRADING & LEVELING OF LOTS (FRONT & BACK): Any lot shall be levelled and graded at the owners' expense. Finished grades shall provide adequate surface drainage that does not affect adjacent property owners. The owner shall grade to the prescribed finish grade within the time period set by the Town.

DRIVEWAYS: Driveways are permitted on the flankage side of corner lots. Garages so accessed must be placed 5.5 metres back of the side yard.

ACCESSORY BUILDINGS (includes Detached Garage or Sheds etc): Minimum side yard is 0.61 metres and no structure shall have a projection greater than 0.31 metres beyond the main wall, except where in the case of a corner lot and where access to the structure is obtained from the flankage street, all accessory uses, buildings, structures shall maintain a minimum side yard of 5.5 metres from the side lot line on the flankage street. Rear yard, minimum - 1.2 metres; Front yard, minimum - no accessory buildings permitted; Height, maximum – 5 metres; Distance from another building on the property – Minimum 1 metre from wall to wall. Any detached garage or carport of more than 93.0 metres is an accessory use and must be approved by Council.

DECKS: Must be a minimum of 1.2 metres from the side and 6 metres from the rear yard.

FENCES: May be constructed or hedges and shrubs grown, along a lot line only in conformance with the following regulations:

- a) Except where required for screening, a fence, hedge or shrub (excluding trees) shall not exceed 3 metres in height. (The installation of fences over 1 metre in height requires a development permit.)
- b) In the case of corner lots, no fence, hedge, shrub, or tree shall be placed so as to create a visual obstruction in a sight triangle.
- c) No wall, fence, hedge or shrub (excluding trees) located along any side or rear lot line, shall exceed 3 metres in height. (The installation of fences over 1 metre in height requires a development permit.)
- d) No wall, fence, hedge or shrub (excluding trees) located along a lot line in any required front yard, shall exceed 1 metre in height.

RETAINING WALLS:

Will be approved on a case by case basis by the local authority. Information to be provided as requested and in consultation with, the authorized representative.

MOBILE HOMES, MOVING AND DEMOLITION INFORMATION:

MOBILE HOMES: Any mobile home to be moved and situated within the mobile home trailer park shall be required to conform to CSA Z240A and A277 standards as of the date of the passing of this bylaw and:

- a) obtain a moving permit;
- b) obtain a development permit;
- c) obtain a building permit;
- d) pay the required permit fee as set out in Schedule "A"; and
- e) pay any other required fee as may be charged by the authorized representative (i.e. Sewer Service Application)

MOVING PERMITS: In the case of a structure requested to be moved into the Town, the following requirements shall be met, in addition to a building permit:

- a) pictures of the interior and exterior of the home must be submitted to the local authority for review, at the owner's expense; and
- b) the proposed structure to be moved in must be inspected by the authorized representative prior to its placement in town, at the owner's expense; and
- c) The authorized representative's report must be submitted to the town prior to receipt of the local authority's final approval.

DEMOLITION OR REMOVAL PERMITS:

The fee for a permit to *demolish* or *remove* a building, but not to include an accessory building, shall be \$50.00 in addition to any fee charged by the authorized representative and/or the local authority for site inspections.

- a) In addition, the applicant shall deposit with the local authority the following sum to cover the cost of site restoration after the building has been demolished or removed to such condition that it is, in the opinion of the local authority or its authorized representative, not dangerous to public safety.

**The deposit fee is
\$1500.00
(Only applies to a Principal Building)**

- b) If the applicant who demolishes or removes the building restores the site to a condition satisfactory to the local authority or its authorized representative, the sum deposited, or portion thereof, shall be refunded.

In addition, the applicant must provide a copy of a bond or insurance coverage to the municipality stating the person responsible for moving has sufficient insurance to cover costs for damage caused to utilities, roads, private property, municipal property and utilities.

RENOVATIONS

Please contact the Town Office regarding whether or not your renovation may require a permit.

GENERAL POINTS:

Requests for inspection **MUST** be made at **LEAST 48 HOURS IN ADVANCE**. Please call **Professional Building Inspections, Inc.** at 536-1799 to arrange for inspections.

The owner shall arrange for inspections of the building:

1. **at the form setting stage, before the pouring of concrete**
2. **completion of framing and before insulating**
3. **final inspection prior to "Occupancy"**

It is the responsibility of the applicant to ensure that the proposed structure will not encroach upon any electrical or gas lines or any easements registered against the property in question. The location of the electrical lines or gas lines may be located by contacting SaskPower and SaskEnergy respectively.

Please contact the Town Office at 781-4547 for more information.

Once the permit has been approved, you will be contacted. All fees are due and payable prior to the permit being issued and beginning construction.

PLEASE NOTE: PERMITS MAY TAKE A MINIMUM OF A WEEK AFTER SUBMISSION TO THE TOWN OFFICE. PLEASE ALLOW FOR ADEQUATE TIME IN YOUR CONSTRUCTION SCHEDULE.

Form A1



Application No. _____

TOWN OF PILOT BUTTE APPLICATION FOR DEVELOPMENT PERMIT (All Development/Construction)

1. APPLICANT:

a) Name _____

b) Address _____ Postal Code _____

c) Telephone Number _____

2. REGISTERED OWNER: as above () OR

a) Name _____

b) Address _____ Postal Code _____

c) Telephone Number _____

3. PROPERTY - LEGAL DESCRIPTION:

Lots(s) ___ Block(s) _____ Registered Plan No. _____

Civic Address: _____

Certificate of Title No. _____ Date _____

4. LOT SIZE:

Dimensions (m) _____ Area _____ (m², ha)

5. EXISTING LAND USE: _____

6. PROPOSED NEW LAND USE / DESCRIPTION OF PROPOSED DEVELOPMENT:

Number of new buildings to be constructed _____

Existing building (s) to be renovated or altered _____

Existing building (s) to be relocated within the lot _____

Existing building (s) to be demolished or removed from lot _____

Number of total buildings _____

Intended use of building (s): _____

Principal building _____

Accessory building _____

Size of building (s): Principal building _____

Accessory building _____

Size of existing building(s) _____

Number of building (s) to demolish or remove from lot _____

Other types of development: _____

7. a) Proposed Date of Commencement: _____
b) Proposed Date of Completion: _____

8. Minor Variance Request:

9. Present Zoning: _____

10. OTHER INFORMATION:

What are the uses of the adjoining lot?


11. SITE PLAN REQUIREMENTS FOR ALL DEVELOPMENT/CONSTRUCTION:

- a) Dimensions of the lot (side yard, front yard, back yard)
- b) Location and size of all existing and proposed buildings and structures.
- c) Distance between Principal and Accessory Building(s)

The following applies to NEW HOME CONSTRUCTION ONLY:

- a) Survey Plan
- b) Rough Site Grading
 - corner elevations to be inspected by Public Works Superintendent upon completion of subdivision
 - Public Works Superintendent to provide affidavit of rough grade compliance
- c) Lot Grade Plan (elevations/surface drainage)
- d) Utility lines, easements, topographic features.
- e) Proposed site drainage and finished lot grades.
- f) Location of septic disposal systems and water supply.
- g) Landscaping (loading and parking areas, entrance and exit points to sites, fences, screening, trees, hedges).
- h) Location of existing and proposed access points to streets or lanes

STREET NAME: _____

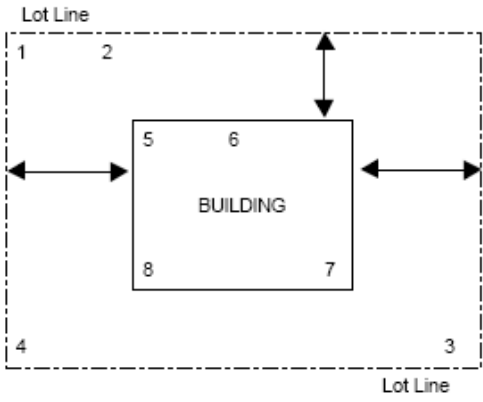
Indicate Which Direction North 

STREET ELEVATION

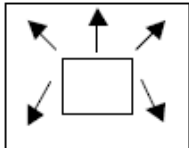
ELEVATIONS:

1.
2.
3.
4.
5.
6.
7.
8.

NOTE: If Street Elevation Unknown, use Elev. 100.0'



1. Minimum clearance (if required) from Lot Lines are as per diagram.
2. Direction of slope from building to Lot Lines are as per diagram.



12. **SUBDIVISION ON SITE SERVICES REQUIREMENTS** (to be agreed upon and signed between the Town and Developer by way of an agreement):
- Rough Site Grade
 - Lot Grading Plan
 - Gravity Sanitary Sewer Mains and Appurtenances, and connection to Town system
 - Sanitary Sewer Service Connections to front property line of each lot
 - Drainage, using swale ditches
 - Natural Gas and Underground Electrical Distribution, Telephone/Cable Services
 - Arrangement of Street Lighting
 - Street Grading and Gravelling
 - Hot-Mix Asphalt Street Surfacing
 - Landscaping of Open Space
 - Engineering Fees for Subdivision Services
 - Builder to notify the Town of when footings are poured to ensure the first floor of building is 3' above the finished top surface of the street and that grading matches rough grade plan provided by developer.
13. **MOBILE AND MODULAR HOMES** - For mobile homes provide CSA - Z240 approval number; for modular homes CSA - A277 approval number.
14. I will notify the Town of any alteration or changes to the above.

FORM A2

TOWN OF PILOT BUTTE

APPLICATION FOR BUILDING PERMIT

NEW HOME - ACCESSORY BUILDINGS (DETACHED GARAGE) - ADDITION - ATTACHED GARAGE - BASEMENT RENO - COMM./INDUS./INST. - DECK - MOBILE HOME - STRUCTURAL RENO - STRUCTURE BEING MOVED IN/OUT TOWN

(CHECK ONE)

I hereby make application for a permit to

<input type="checkbox"/>	Construct
<input type="checkbox"/>	Alter
<input type="checkbox"/>	Reconstruct

Permit #

[Empty box for Permit #]

a building according to the information below and to the plans and documents attached to this application.

Civic address or location of work: _____

Legal Description: _____ Lot _____ Block _____ Plan _____

Alternate# [Empty box]

Owner _____ Address: _____ Telephone: _____

Designer _____ Address: _____ Telephone: _____

Contractor _____ Address: _____ Telephone: _____

Nature of work: _____

Intended use of building: _____

Size of building: Length _____ Width _____ Height _____

Number of stories _____ Fire Escapes _____

Number of stairways _____ Width of stairways _____

Number of exits _____ Width of exits _____

Foundation Soil Classification and Type _____

Footings _____ Material _____ Size _____

Foundations _____ Material _____ Size _____

Exterior Walls _____ Material _____ Size _____

Roof _____ Material _____ Size _____

Studs _____ Material _____ Size _____

Floor Joists _____ Material _____ Size _____

Girders _____ Material _____ Size _____

Rafters _____ Material _____ Size _____

Chimneys _____ Number _____ Size _____

_____ Material _____ Thickness _____

Heating _____ Lighting _____ Plumbing _____

Estimated Value of Construction (excluding site) \$ _____

Building Area (area of largest story) _____ square meters

I hereby agree that it is my responsibility to ensure compliance with the Building Bylaw of the Town of Pilot Butte and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the Town or its authorized representative. I also agree to incorporate "green" and environmentally responsible amenities such as "Energy Star" appliances and low flush toilets.

Date

Signature of Owner or Owner's Agent

Date

Signature of Development Officer or Administrator

Commercial – Permit Information Form

Municipal Office Use Only

Municipality: _____	PBI Permit #: _____
Development Approved: No Yes (Proposed construction meets all zoning bylaws and/or is approved in principle.)	
Geotech Report Required: No Yes (If required by zoning bylaws or engineer recommendation.)	
Permit Application Date: _____	Permit Expiry Date: _____
Date Sent to PBI: _____	Administrator Name: _____
Method Sent (mail, fax, email): _____	Signature: _____

Information Below Can Be Completed By The Applicant

Contact Information:

Registered Owner: _____	Bus: _____
Mailing Address: _____	Fax: _____
E-mail: _____	Cell: _____
Contractor: _____	Bus: _____
Contact Person: _____	Fax: _____
E-mail: _____	Cell: _____
Same as Registered Owner	
Applicant's Name: _____	Ph: _____
Same as Registered Owner Same as Contractor	

Jobsite Location:

Civic Address: _____

Legal Land Description: Lots(s) _____ Block _____ Plan No. _____

¼, Section _____ Township _____ Range _____ W _____

Subdivision: _____

Landmark or Reference: _____

(Note any directions that will assist the Building Official in finding the jobsite)

Project Details:

Check one box on each line below that best describes the project:

Commercial	Industrial	Institutional	Multi-unit Residential	_____
New Building	Addition	Renovation	Accessory Building	_____

Insulated: Yes No | **Size:** _____ m² (horizontal area / footprint) | **No. of Storeys:** _____

Proposed Use: _____

Dimensions: Length: _____ ft. x Width: _____ ft. x Height: _____ ft. | **Size:** _____ ft²

Finished Areas: Main: _____ ft² or m² | 2nd Storey: _____ ft² or m² | Other: _____ ft² or m²

Start Date: _____ **Estimated Completion Date:** _____

Value of Construction: \$ _____ (completed cost to the owner, excluding site & equipment)

Commercial - Plan Review Checklist

Building Permit Applications for: Commercial • Industrial • Institutional • Multi-Unit Residential

NBC Part 9: (Group C, D, E, F2, F3 buildings up to 600 m² in horizontal area and 3 storeys or less in building height.)

NBC Part 3: (Group C, D, E, F2, F3 buildings over 600 m² or are 4+ storeys, as well as all Group A, B, and F1 buildings.)

General Information:

The following is required for a Plan Review and subsequent Building Permit Approval:

1. Sufficient information to show that the proposed work will conform to the most recently adopted edition of the National Building Code of Canada (NBC) and the *Uniform Building and Accessibility Standards Act* (UBAS Act) in the Province of Saskatchewan.
2. Sufficient information to show if the proposed work might affect the adjacent property.
3. Plans that are drawn to scale and indicate the nature and extent of the work, and proposed occupancy, in sufficient detail to establish that the work and the proposed occupancy will conform to the NBC.
4. Drawings that are stamped and dated by a professional designer (Architect or Engineer) who is licensed to practice in Saskatchewan, where indicated. Also e-mail the designs in pdf format to the PBI office.

Note: If proposed work is changed during construction, information on the changes must be submitted to the Building Official and must comply with the requirements of the NBC.

Please Submit the Following Information for the Plan Review:

Site Plan:

- For the proposed building show: (a) lot shape and dimensions (indicate "North"), (b) correct building dimensions and placement on the lot, (c) street locations and names, (d) distance to the property lines (four directions), and (e) distance to roads, registered easements (show width), lanes, streets, etc.
- For every adjacent building on the same property, indicate: (a) correct placement on the lot and distances to the proposed building, (b) dimensions (length, width, height, number of storeys), (c) construction type (combustible or non-combustible), and (d) existing use (occupancy classification).
- Show the access routes for firefighting vehicles, as well as the location of the fire hydrants.

Architectural Designs:

- Architectural drawings showing sufficient structural details, such as floor plans, exterior elevations, cross sections, exit locations, window and door types/sizes, stair configurations, supplier specifications, etc.
- If classified as a Part 3 occupancy type, also provide stamped drawings by a professional designer for all building systems, including architectural, mechanical, electrical, and fire protection components (see pg 2).

Structural Foundation Designs:

- Site-specific structural foundation designs that are stamped and dated by a professional engineer registered or licensed to practice in Saskatchewan. The designs should include:
 - the type and condition of the soil or rock, as well as the groundwater conditions, as determined by the subsurface investigation (subsurface investigation means the appraisal of the general subsurface conditions at a building site by analysis of information gained by such methods as geological surveys, in situ testing, sampling, visual inspection, laboratory testing of samples of the subsurface materials and groundwater observations and measurements.)
 - the factored bearing pressures on the soil or rock, the factored loads when applicable, and the design loads applied to foundation units.
 - the earth pressures and other loads applied to the supporting structures of supported excavations.
- Geotechnical Investigation report by a qualified professional designer (if a municipal zoning requirement or recommended by the structural engineer.)

Structural Framing Designs:

- Structural drawings that indicate:
 - the name and address of the person responsible for the structural design,
 - the edition of the NBC and standards to which the design conforms,
 - the dimensions, location and size of all structural members in sufficient detail to enable the design to be examined,
 - sufficient detail to enable the dead loads to be determined,
 - all effects and loads, other than dead loads, used for the design of the structural members and exterior cladding.

Other: If applicable, please also provide:

- Heating, Ventilation and Air Conditioning (HVAC) Design
- Fire and Safety Components (e.g. alarm system, sprinkler system, emergency lighting, etc.)

NBC: Part 3 Classified Buildings Must Also Submit:

Architectural Designs:

- Architectural drawings that are stamped and dated by a professional designer licensed to practice in Saskatchewan and contains a proper building code review and analysis summary.

Mechanical Designs:

- Mechanical drawings that are stamped and dated by a professional designer registered or licensed to practice in Saskatchewan, showing ventilation, plumbing and HVAC details.
- Indicate the type and location of the portable fire extinguishers (required.)
- Indicate the location of the fire dampers.

Electrical Designs:

- Electrical drawings that are stamped and dated by a professional designer registered or licensed to practice in Saskatchewan, including the type and location of the exit signs and emergency lighting.
- Fire alarm system designs that conform to CAN/ULC-S524 "Installation of Fire Alarm Systems", if required.

Fire Protection Components:

- Information showing the major components of fire protection, including:
 - the division of the building by firewalls,
 - the building area,
 - the degree of fire separation of storeys, shafts and special rooms or areas, including the location and rating of closures in fire separations,
 - the source of information for fire-resistance ratings of elements of construction (to be indicated on large-scale sections),
 - the location of exits,
 - fire detection, suppression and alarm systems (typically indicated on mechanical and electrical drawings.)
- If a sprinkler system is being installed or altered, please include plans showing full details of the proposed sprinkler system. Essential details of the building in which the system is to be installed must be drawn to an indicated scale and sealed by a professional of record for this aspect of the project, and shall:
 - provide the hydraulic calculations for sprinkler design,
 - include an engineer's design showing layout, firefighter connections, hydrant locations, water supply and fire pump (if applicable), and
 - indicate if the roof space is sprinklered or not.

If all required information noted above is provided with the building permit application, the expected time to perform a plan review and subsequent building permit approval is approximately 10-15 working days. If there is inadequate information submitted for the review, or high volumes of information to review, then a full plan review may not be achieved in the specified time period. **Providing all required information for the plan review will prevent delays in processing your application.**

Property Owner: Please complete, print, sign, and submit this form with your plan review documents.

Municipality: _____ **Permit #:** _____
Jobsite Address: _____
Project Details: _____
Owner's Name: _____ **Cell Ph:** _____
Contractor Name: _____ **Cell Ph:** _____

Note: Inspection reports and notices will be e-mailed to the municipal office soon after completion.

E-MAIL CONSENT

Consent to the e-mail delivery of PBI inspection reports and related documents pertaining to this building permit is given to the following individuals/companies involved in the course of construction who will need to receive these reports:

Title (e.g. Owner, Contractor, Engineer)	Individual's Name	E-mail Address

Please note that failure to receive an e-mailed report or related document does not release the owner(s) from their responsibility to comply in all regards with the building standards (municipal bylaws, Saskatchewan Uniform Building and Accessibility Standards Act, and the National Building Code of Canada.)

I declare that I am authorized to complete this consent form and that I will notify PBI if there are any changes to the e-mail contacts listed above who are assigned permission to receive reports for this building permit.

Owner Name: _____ **Signature:** _____ **Date:** _____

RENOVATION – PBI SPECIFICATIONS



Owner Name: _____ Municipality: _____
Owner: (Cell) _____ (H) _____ Jobsite Address: _____

Commercial

Renovations typically require a building permit if there is any alteration or repair to:

- **structural framing** (e.g. cutting existing framing members or adding new framing members.)
- **living accommodations** (e.g. changes to or creating bedrooms/sleeping rooms.)
- **occupancy use** (e.g. converting a retail space into a restaurant or an office into a store.)
- **occupant loads** (e.g. increasing from ≤ 10 occupants to more than 10 occupants working in a commercial space.)
- **leasehold improvements** (e.g. development of new commercial space.)
- **barrier-free accessibility.**

(1) Please select the renovation type below that best describes your project:

- Window replacement** (changing the size of the existing windows.)
- Window replacement** (installing new windows in bedrooms or sleeping rooms.)
- Door replacement** (changing the size of existing doors.)
- Removing wall(s) or making openings in existing wall(s)** (essentially, any reno that cuts structural members.)
- Converting a room into a bedroom or sleeping room.**
- Change of occupancy use or occupant load.**
- Leasehold improvements.**
- Adding a roof over a deck, landing or other exterior space.**
- Adding a deck enclosure to an existing deck or patio.**
- Making barrier-free provisions** (e.g. adding a barrier-free ramp or wheelchair accessible washroom.)
- Other:** _____

(2) In the space below, please describe your renovation project in as much detail as possible:

Date: _____ **Owner Signature:** _____

(3) On a separate sheet please provide the following, if applicable:

- Sketch of renovation project or floor plan layout.
- Manufacturer specifications or product brochures (i.e. windows, doors, cooking appliances, etc.)
- Site plan if existing building changes shape (i.e. show placement on the lot and setbacks to property lines.)