



TOWN OF PILOT BUTTE

BOX 253

PILOT BUTTE SK S0G 3Z0

Phone: 306-781-4547

Fax: 306-781-4477

e-mail: pb.adminassist2@sasktel.net

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 _____

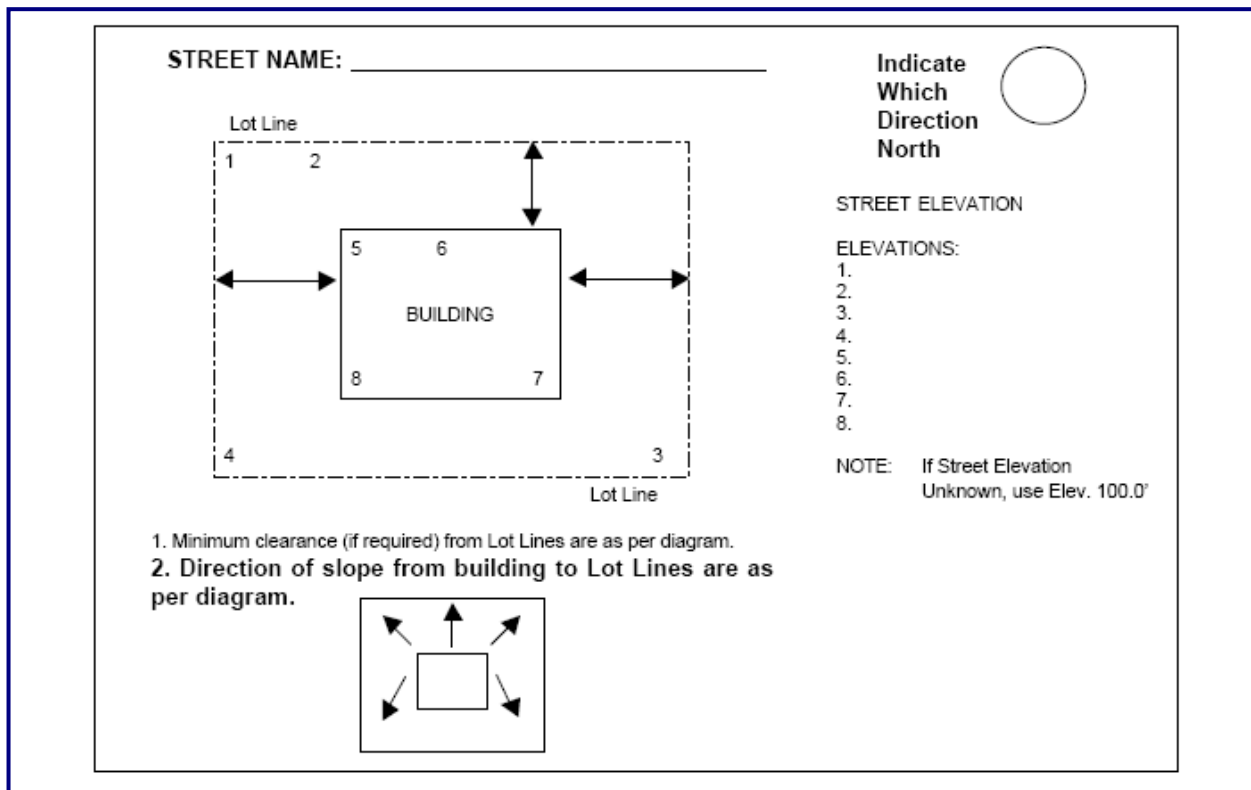
Existing building (s) to be relocated within the lot _____

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

Number of total buildings _____

Intended use of building (s): _____

Principal building _____



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

	Construct
	Alter
	Reconstruct

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#

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

**FORM B1
TOWN OF PILOT BUTTE
FOR NEW HOME CONSTRUCTION
SEWER SERVICE APPLICATION**

DATE: _____

SSA# _____
BP# _____

APPLICANT: _____

MAILING ADDRESS: _____

CONSTRUCTION ADDRESS: _____

LOT _____
BLOCK _____
PLAN _____

CONTRACTOR: _____

BUILDER: _____

FEE FOR CONNECTION	\$100.00
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DATE: _____ RECEIPT # _____

SIGNATURE: _____

TO BE COMPLETED BY MUNICIPALITY

Date Inspected: _____

Signature: _____

**PLEASE ALLOW A MINIMUM OF 48 HOURS NOTICE TO THE TOWN
FOR SCHEDULING THE INSPECTION. PLEASE CALL 781-4547 OPTION #1.**

**FORM B2
TOWN OF PILOT BUTTE
FOR NEW HOME CONSTRUCTION
WATER SERVICE APPLICATION**

DATE: _____

SSA# _____
BP# _____

APPLICANT: _____

MAILING ADDRESS: _____

CONSTRUCTION ADDRESS: _____

LOT BLOCK PLAN _____

CONTRACTOR: _____

BUILDER: _____

FEE FOR CONNECTION

\$100.00

DATE: _____ RECEIPT # _____

SIGNATURE: _____

TO BE COMPLETED BY MUNICIPALITY

Date Inspected: _____

Signature: _____

**PLEASE ALLOW A MINIMUM OF 48 HOURS NOTICE TO THE TOWN
FOR SCHEDULING THE INSPECTION. PLEASE CALL 781-4547 Option #1**

FORM B3
For New Home Construction
Sewage Back Flow Preventer

Building Permit: _____

Name of Builder: _____

Construction Address: _____

A backflow preventer is required in all new buildings as Bylaw No. 7-2015.

Sewage Back Flow Preventor inspected by Plumbing Inspector during plumbing inspection.

Date of Inspection (completed by Municipality): _____

Comments (completed by Municipality):

Signatures:

Builder or Home Owner's Agent

Date

**FORM C1
BYLAW NO 4 - 2016
TOWN OF PILOT BUTTE**

**Refundable Building Permit Deposit Agreement for
New Home Construction dated this**

_____ day of _____, 20_____.

Between:

TOWN OF PILOT BUTTE
(hereinafter referred to as the "Municipality")

And

BUILDER AND/OR CONTRACTOR AND/OR OWNER
(hereinafter referred to as the "Builder/Contractor/Owner")

The Municipality and the Builder agree that a Refundable Building Permit Deposit of \$2000.00 is to be collected, at the time of the building permit. The refund (if applicable) will be issued by way of cheque by the Local Authority at a duly held meeting of Council.

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

The Municipality must be provided with:

1. Receipt of Final Inspection Report, complete of all deficiencies, from the Licensed Building Inspectors;
2. Receipt of a Surveyor's Real Property Report & a Final Grade Elevation as per Section 8.2 & 8.3 respectively of Building Bylaw No. 7– 2015;
3. Inspection of water & sewer service connection and Water Meter Installation by the municipality; and
4. 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 in Section 2.2 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 building permit deposit to be refunded to the Homeowner upon completion of landscaping. It is the Homeowner's responsibility to provide proof, by way of photograph, of the completion of landscaping. If proof of completion is not provided or if the landscaping and driveway are 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.

Date

Builder/Contractor/Owner

Date

Municipality

Building Permit Application Process Residential One or Two Family Dwelling / Residential Building Projects

DO NOT commence construction without first contacting the municipal office and completing the appropriate municipal permit application forms.

1. Applicant must submit the appropriate building plans and information to the municipal office and receive development approval from the local authority to ensure that the construction project meets all municipal zoning bylaws and/or is accepted in principle.
2. Once a building project is approved in principle by the municipality, the applicant must provide the required plans and information for a Plan Review to ensure that the proposed construction conforms to Saskatchewan building standards. Required information is noted on the link below:

[Residential - Plan Review Checklist](#)

To open as a pdf-fillable form, click “**Open with Different Viewer**” on the top right hand corner. The E-mail Consent portion must be completed, printed, signed by the property owner, and submitted with the plan review documents to ensure that the inspection reports are sent to the appropriate individual(s) during the course of construction.

After printing and signing this form, it can be scanned (to pdf) and e-mailed to the municipal office if the applicant is e-mailing a digital copy of the plans/designs in pdf format (preferred.)
If providing a set of paper plans, please ensure they are no larger than 11" x 17".

Renovations: If unsure if your renovation requires a building permit, please e-mail details of the renovation to office@pro-inspections.ca and note what municipality the property is in.

[Site Plan Example](#) (for detached garages, accessory buildings, boat houses, decks, etc.)

3. When all information required for the Plan Review is obtained, the applicant can complete the bottom portion of the Permit Information Form (see link below) and deliver to the municipal office.

[Residential – Permit Information Form](#)

To open as a pdf-fillable form, click “**Open with Different Viewer**” on the top right hand corner. This form can be filled in electronically, saved, and e-mailed to the municipal office. The municipal office will complete the top portion and forward it to PBI with the required plan review documents. (DO NOT send this form directly to PBI. The municipality will forward all documents to PBI.)

4. **A building permit WILL NOT be issued by the municipality until a Plan Review has been completed by a Licensed Building Official.** The municipal office will determine permit approval based on the recommendations in the plan review.

Submitting all required information on the Plan Review Checklist will prevent delays in processing your application. A Plan Review cannot be completed unless all required information is provided.

5. If the building permit is approved/issued by the municipal office, on-site inspections are required at various stages of construction. These required inspections will be listed on the Plan Review, but examples are also noted in the PBI brochure (see link below):

[Required On-Site Inspections for Residential Building Projects](#)

For more information, please visit: www.pro-inspections.ca

Residential - Plan Review Checklist

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

Residential Project Type

REQUIRED for a Plan Review (A shaded box means <u>not</u> required.) Provide 1 set of paper plans/designs no larger than 11" x 17" OR a digital copy of plans/designs in pdf format , as well as the information indicated by the unshaded boxes. A plan review must be completed by PBI <u>before</u> a building permit is issued. E-mail plans and documents in pdf format to the municipal office. <i>Requirements may vary for unique projects. Consult with PBI.</i>	New Dwelling / Duplex / Cottage	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Quarters	Renovation (structural or egress)	Bsmt Development / Sec. Suite	Deck (not covered or enclosed)	* Attached Garage	* Detached Garage / Acc. Bldg.	* Pole Building	Retaining Wall (if collapse affects a structure)	Foundation Replacement
Site plan (lot dimensions & shape; indicate North; project size, location & distance to property lines; show other buildings on property, easements, driveway, streets, etc.)												
Building plans (e.g. floor plans, exterior elevations, cross sections, supplier specs, structural details, material lists, window & door types/sizes, stair configurations, etc.)												
Structural designs stamped by an engineer (project specific)												
Foundation designs stamped by a structural engineer (site specific)												
Loading on concrete telepost pads or piles												
Wood and/or steel beam sizes												
Geotechnical report (if required by zoning bylaws or engineer recommendation)												
PBI Specifications sheet(s)												
Engineered roof truss designs & layouts (importance factor rating of 1.0)												

* for storage only – no living quarters

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)	Individual's Name	E-mail Address

- 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 (municipal bylaws, Saskatchewan Uniform Building and Accessibility Standards Act, and the National Building Code of Canada.)
- I declare that I am authorized to sign this form and that I will notify PBI of any e-mail changes, if applicable.

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

