



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 781-6252.**

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 PERMIT 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:

1. Receipt of Final Inspection of the building before occupancy.
2. Completion of all deficiencies.
3. Receipt of Real Property Report (Surveyors Certificate) and Lot (Rough Grade Level) Grading (Elevation Certificate) as per Section 8 of Building Bylaw No. 9-2011.
5. Inspection of sewer service connection by the municipality.
6. Installation of a sewage back flow preventor.
7. Installation of future water connections, metres and readouts.

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

The remaining 50% of the building permit deposit will be refunded to the homeowner upon completion of the landscaping and driveway. If the landscaping and driveway are not completed within 36 months from the date of the approved development, the remaining 50% of the refund shall be forfeited to the Municipality. The refund will be issued by way of cheque by the local authority at a duly held meeting of Council.

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 (Must be registered owner):

Name _____

Address _____ City/Town _____ Prov. _____ PC _____

Telephone Number _____ Email _____

2. PROPERTY:

Legal Description: Lot _____ Block _____ Registered Plan No. _____

Civic Address: _____

Certificate of Title No. _____ Date _____

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

4. a) Proposed Date of Commencement: _____

b) Proposed Date of Completion: _____

5. SITE PLAN REQUIREMENTS FOR ALL DEVELOPMENT/CONSTRUCTION:

a) Site Plan (showing lot dimensions & shape side yard, front yard & rear yard setbacks).

b) Location and size of all existing and proposed buildings and structures.

c) Distance between Principal and Accessory Building(s).

6. **The following applies to NEW HOME CONSTRUCTION ONLY:**

a) Site Plan (showing lot dimensions & shape side yard, front yard & rear yard setbacks).

b) Plans & Foundations design stamped by an engineer.

c) Geo-tech report (if applicable).

d) Engineered roof truss designs & layouts.

7. I will notify the Town of any alteration or changes to the above.

8. DECLARATION OF APPLICANT:

I, _____ of the _____ of _____
in the Province of Saskatchewan do solemnly declare that the above statements contained within
the 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."

Date

Signature

FOR MUNICIPAL OFFICE USE ONLY:

1. Present Zoning:
2. Proposed Use(s): Principal _____
Accessory _____
3. Proposed Yards: Front _____ Rear _____ Side _____ Side _____
4. Application Status: Meets Bylaw Requirements _____
Does Not Meet Bylaw Requirements _____

Other Regulations/Comments: _____

DATE

DEVELOPMENT OFFICER

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"/>
<input type="checkbox"/>
<input type="checkbox"/>

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 Applicant

Date

Signature of Development Officer

Commercial - Plan Review Checklist

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

NBC 2015 - National Building Code of Canada / **NECB 2017** - National Energy Code of Canada for Buildings

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 more than 3 storeys, as well as all Group A, B, F1 occupancies)

Sealed designs by an Architect or Engineer licensed to practice in Saskatchewan are required for:

- ☐ **NBC 3.2.2. classified** buildings and their systems (including Architectural, Structural, Mechanical, and Electrical).
- ☐ **NBC Part 4** structural designs for:
 - ☐ post frame (i.e. pole buildings), beam and plank, plank frame wall, and log construction (NBC A-9.23.1.1.)
 - ☐ tall wall construction (if exceeds the prescriptive requirements of NBC Table 9.23.10.1.)
 - ☐ foundations (i.e. concrete with rebar, PWF, piles & grade beams, screw piles, bldgs more than 1 storey, etc.)
 - ☐ roof truss designs (NBC 4.1. for snow, wind and earthquake loads)
 - ☐ floor truss designs and LVL designs for supporting loads.
- ☐ **NECB** for all:
 - ☐ Part 3 buildings
 - ☐ Group F2 occupancies
 - ☐ Group D, E, F3 occupancies over 300 m² in area
 - ☐ By choice

Information Required for the Plan Review (NBC Part 9 and Part 3 Buildings):

- ☐ **Building Code Analysis Form** or Building Code Analysis Summary within the body of the designs.
 - ☐ Sufficient information for the project is required for:
 - ☐ intended use (occupancy classification(s),
 - ☐ spatial separation and limiting distance details for proposed building or addition to the property lines (and from the proposed building or addition to any nearby buildings on the same property),
 - ☐ occupant loads,
 - ☐ egress and exiting details,
 - ☐ fire resistance ratings between assemblies,
 - ☐ fire and life safety requirements,
 - ☐ sound transmission ratings, etc.
- ☐ **Site Plan** (for **proposed building, addition or alteration**). Please note:
 - ☐ property (lot) shape and dimensions,
 - ☐ North direction,
 - ☐ project dimensions and correct placement on the lot (also show existing building details for additions),
 - ☐ street locations and names,
 - ☐ distance to the property lines on all sides of the proposed project,
 - ☐ adjacent property details (what borders each property line (i.e. road, easement, neighbour, park, etc.),
 - ☐ distance to other buildings on the same property, indicating:
 - ☐ location and dimensions (length, width, height, and number of storeys) of each existing building,
 - ☐ construction type of each existing building (i.e. combustible or noncombustible.), and
 - ☐ current use of each existing building on site (i.e. occupancy classification),
 - ☐ access routes for firefighting vehicles, and
 - ☐ fire hydrant location, noting its distance to the proposed building.
- ☐ **Energy Code Forms** (for heated **buildings, additions and major alterations** for correct climate zone).
 - ☐ Required form(s) based on compliance option and Code edition used: **NBC 9.36.** (1 form) / **NECB** (3 forms).
 - ☐ Calculations or modelling report prepared by a competent person (NBC 9.36 only) or professional designer (NECB) must be submitted with the required forms.
 - ☐ Visit www.pro-inspections.ca/energy-codes for required forms and details.

☐ **Foundation Designs (Sealed):**

- ☐ Site-specific structural foundation designs that are stamped and dated by a professional engineer licensed to practice in Saskatchewan. The designs should reference the Code edition use, as well as the:
 - ☐ project address or land location,
 - ☐ type and condition of the soil or rock, as well as groundwater conditions, and
 - ☐ Geotechnical Investigation report prepared by a qualified professional designer if required by municipal zoning or recommended by the structural engineer.

☐ **Architectural Drawings:**

- ☐ **Drawings must include sufficient project details**, such as:
 - ☐ floor plans for each storey,
 - ☐ exterior elevations,
 - ☐ cross sections,
 - ☐ exit locations,
 - ☐ window and door details (types, sizes and locations),
 - ☐ stair configurations,
 - ☐ barrier-free accessibility provisions,
 - ☐ mezzanine details (if applicable),
 - ☐ dimensions, location and size of all structural members in sufficient detail to enable the design to be examined,
 - ☐ firewall and/or fire separation details between assemblies, storeys, shafts and special rooms, including the location and rating of closures in fire separations,
 - ☐ provisions for fire fighting (firefighting vehicles, fire dept connections, fire suppression, water supply, etc.)
 - ☐ supplier specifications for pre-eng buildings (i.e. anchoring details, flame-spread ratings, live load details, etc.)
- ☐ **Drawings must also indicate the:**
 - ☐ project address and owner's name.
 - ☐ name and address of the person responsible for the design,
 - ☐ edition of the NBC and standards to which the design conforms,
 - ☐ sufficient detail to enable the dead loads to be determined,
 - ☐ all effects and loads, other than dead loads, used for the design of structural members and exterior cladding.

☐ **Other:**

- ☐ Heating, Ventilation and Air Conditioning (HVAC) designs in compliance with NBC Part 6.
- ☐ Portable fire extinguisher types, sizes and locations (required).
- ☐ CO/NO2 ventilation system details (for storage and repair garages).
- ☐ Residential Mechanical Ventilation Design Summary (CSA F326) for dwellings
- ☐ Emergency lighting locations.
- ☐ Exit sign locations (if required).
- ☐ Fire detection, suppression and alarm system details (if applicable).
- ☐ Hydraulic calculations for sprinkler system design (if applicable).
- ☐ Location of fire dampers, fire blocks, and/or fire stops (if applicable).

NBC Part 3 Buildings Must Also Submit:

☐ **Architectural Designs (Sealed):**

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

☐ **Structural Designs (Sealed):**

- ☐ Structural drawings in conformance with NBC Part 4 that are stamped and dated by a professional engineer licensed to practice in Saskatchewan.

☐ **Mechanical Designs (Sealed):**

- ☐ Mechanical drawings in conformance with NBC Part 6 that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including fire suppression and compliant energy code provisions.

☐ **Electrical Designs (Sealed):**

- ☐ Electrical drawings in conformance with provincial regulations that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including details for emergency lighting, exit signs and fire alarm system (if required), as well as compliant energy code provisions for lighting.

Municipality: _____ Owner Name: _____ Permit No. _____

Jobsite Address: _____

Project Type: ☐ New Building ☐ Addition ☐ Major Alteration ☐ Tenant Improvement

Detail Intended Use(s): _____

Building Area (Main floor): New _____ (m²) + Existing _____ = Total Area: _____ (m²)

Number of Storeys: Above Grade: _____ Below Grade: _____ Mezzanine or 2nd Storey Area: _____ (m²)

Mezzanine Considered a Storey? ☐ Yes ☐ No / Building Facing No. of Streets: ☐ One ☐ Two ☐ Three ☐ Four

Building designed to: ☐ NBC Part 9 ☐ NBC Part 3 (Note classification for fire safety): NBC 3.2.2. _____

Energy Code Edition: ☐ NBC Part 9.36. ☐ NECB / Compliance Option: ☐ Prescriptive ☐ Trade-Off ☐ Performance

Major Occupancy Classification(s): (Check below all that apply to this building)

☐ A1 ☐ A2 ☐ A3 ☐ A4 ☐ B1 ☐ B2 ☐ B3 ☐ C ☐ D ☐ E ☐ F1 ☐ F2 ☐ F3

Adjoining Major Occupancy Classifications (if any): _____

Spatial Separation: (Provide detail for each exterior wall of the proposed building)

Exterior Wall	Limiting Distance (m)	Area of EBF (m ²)	L:H Ratio	% UPO (Allowed)	% UPO (Actual)	Construction Required	Cladding Required	FRR Required
North								
South								
East								
West								

EBF - Exposing Building Face / L:H - Length to Height Ratio / UPO - Unprotected Openings / FRR - Fire Resistance Rating

Occupant Load: _____ Water Closets proposed (#): _____ Universal: _____ Male: _____ Female: _____

Sound Transmission Rating (STC or ASTC): _____

Egress and Exits:

Number of Exits Required: _____ Floor Area(s): _____ Mezzanine(s): _____ Exit Width (mm): _____

Maximum Travel Distance (m): _____ Floor Area(s): _____ Mezzanine(s): _____ Exit Height (mm): _____

Fire Resistance Ratings (Provide required FRR in hours for each applicable):

Floors		Mezzanine		Roof		Bearing Assemblies	
Public Corridors		Exit Stairways		Service Shafts		Furnace Rooms	
Storage Rooms		Storage Garages		Repair Garages		Occupancy Separations	
Suite Separations		Janitor Rooms		Common Laundry		Elevator Shafts	
Other (specify):		Service Rooms		Other (specify):			

Other Requirements: (Check Yes or No for each item to indicate if required for this project)

Exit Signs required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lighting required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standpipe & Hose System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Alarms required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm System required?(NBC 3.2.4.1.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barrier-Free Access required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Dampers required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attic Fire Stops required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Piping Fire Stops required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguishers required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CO Ventilation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Limiting Distance Doubled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NO ² Ventilation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Hydrant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazardous Material Storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information:

Designer Information: (Qualified professional designer (Part 3) or competent designer (Part 9 only) who completed this form.)

Designer's Name: _____ Email: _____

Signature: _____ Date: _____ Phone: _____

Property Owner

Please complete, print, sign, scan to PDF, and submit this form with your plan review documents.

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

E-MAIL CONSENT FORM

Consent to the e-mail delivery of PBI reports and related documents pertaining to this building permit is given to the following individuals involved in the construction project:

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

- Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from responsibility to comply in all regards with the building standards (Saskatchewan Uniform Building and Accessibility Standards Act and regulations, municipal building bylaws, and the National Building Code of Canada).
- I declare that **I am the owner of this property** and I will notify PBI if there are any changes to the e-mail contacts listed above who are permitted to receive reports.

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.)

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY

for design and performance of residential ventilation systems to NBC 2015 - 9.32

A COMBUSTION APPLIANCES	forced air circulation		<input type="checkbox"/> required <input type="checkbox"/> not required	H BATH MAKE-UP
	no forced air circulation		Location: _____ sonos _____	
	no combustion appliances		Manufacturer / Model: _____ <input type="checkbox"/> HVI	
	any non direct/mech vent heating or DHW		Design airflow: _____ cfm	
	any non direct vent fireplace		Exhaust device: _____ Location _____	
B SYSTEM DESIGN OPTIONS	any solid fuel		Device airflow: _____ cfm	F OTHER EXHAUST DEVICES & ASSOCIATED MAKE-UP AIR
			Make-up fan man/model _____	
			Location _____ Design airflow: _____ cfm	
			Exhaust device: _____ Location _____	
			Device airflow: _____ cfm	
			Make-up fan man/model _____	
			Location _____ Design airflow: _____ cfm	
			Roll #: _____ permit #: _____	
C PRINCIPAL VENTILATION FAN	Number of Bedrooms: 1 2 3 4 5 Airflow= _____ cfm		J SITE	
	Location: _____ sonos _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI		K BUILDER	
	Design airflow: _____ cfm low _____ cfm high			
	If HRV/ERV used:		L DESIGNER	
	HRV/ERV _____ % Sensible Efficiency @ 0°C _____ watts			
	HRV/ERV _____ % Sensible Efficiency @ -25°C _____ watts		M MEASURED AIRFLOWS	
	Notes: 1. If HRV/ERV is used, airflow shall not be less than principal ventilation rate. 2. High airflow rate must be at least 2.5 times low airflow rate if no supplemental exhaust fan is installed in the kitchen.			
	I certify this ventilation system design to be in accordance with:		N INSTALLER COMMISSIONER	
	<input type="checkbox"/> NBC-2015 9.32			
D VENTILATION SUPPLY AIR	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sonos _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			
E KITCHEN SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sonos _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			
T KITCHEN MAKE-UP AIR	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sonos _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			
G BATH SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sonos _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			

ENERGY EFFICIENCY COMPLIANCE FORM

Section 9.36. of the National Building Code of Canada (NBC)

Submit the design option section(s) for a new building, addition or major alteration to comply to NBC 9.36.

All calculations must be completed by a competent person* and be attached to this form to be considered complete and accepted for review.

* **Competent Person** means a person, firm or corporation who is knowledgeable and experienced in the application of NBC Section 9.36. for the design of buildings and/or building systems.

Owner Name:			Permit Number (Office Use):	
Project Address:				
Occupancy Type:		Floor Area (m²)		Climate Zone 7A

Design Option:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prescriptive	Trade-Off	Performance
	Complete Section 'A'	Complete Sections 'A & B'	Complete Section 'C'

Section A (Part 1): Prescriptive

HRV: ☐ Yes ☐ No

Additional information that must be submitted for review:

- | | |
|--|---|
| <input type="checkbox"/> Window & door schedule | <input type="checkbox"/> Air tightness drawings |
| <input type="checkbox"/> RSI assembly calculations | <input type="checkbox"/> CSA F280 calculations |

Effective Thermal Resistance of Above Ground Opaque Building Assemblies (RSI)			
Assembly	w/ HRV	w/o HRV	Proposed
Ceilings below attics	8.67	10.43	
Cathedral / Flat roofs	5.02	5.02	
Wall joists	2.97	3.08	
Rim joists	2.97	3.08	
Floors over unheated spaces	5.02		
Floors within garage	4.86		
Thermal Characteristics of Fenestration, Doors and Skylights (U)			
Assembly	Efficiency		Proposed
Windows & Doors (provide window & door schedule)	Maximum U-Value	1.60 or	
	Minimum Energy Rating	≥ 25	
One door exception	Maximum U-Value	2.60	
Attic hatch	Minimum RSI _{eff}	2.60	
Skylights	Maximum U-Value	2.70	
Effective Thermal Resistance of Below-Grade or In-Contact-With-Ground Opaque Building Assemblies (RSI) [Frost line depth for zone 7A is 2.4 m (8 ft.)]			
Assembly	w/ HRV	w/o HRV	Proposed
Foundation Walls	2.98	3.46	
Slab-On-Grade with Integral Footing	2.84	3.72	
Unheated Floor Below Frost Line	uninsulated	uninsulated	
Unheated Floor Above Frost Line	1.96	1.96	
Heated Floors	2.84	2.84	

Contact information for person who completed Section A (Part 1 of 2):

Firm Name:		Ph:		Date:	
Person Name:		Email:			

ENERGY EFFICIENCY COMPLIANCE FORM

Section 9.36. of the National Building Code of Canada (NBC)

Section A (Part 2): Prescriptive

HVAC Equipment Performance Requirements				
Equipment	Capacity KW	Standard	Min. Efficiency	Proposed
Gas Fired Furnace (w or w/o A/C)	≤ 65.9	CSA P.2	AFUE $\geq 92\%$	
	$> 65.9 \text{ \& } \leq 117.23$	CAN/CSA-P.8	$E_t \geq 78.5\%$	
Electric Boiler	≤ 88	(1)		
Gas Fired Boiler	≤ 88	CSA P.2	AFUE $\geq 90\%$	
	$> 88 \text{ \& } \leq 117.23$	AHRI BTS	$E_t \geq 83\%$	
Other				
Heat Loss Calculations (BTU)	<input type="checkbox"/> Calculations were prepared in conformance with CSA F280 standards			
Heat Gain Calculations (BTU)	<input type="checkbox"/> Calculations were prepared in conformance with CSA F280 standards			
Nomenclature	AFUE= annual fuel utilization efficiency, E_t = thermal efficiency			
Water Heater Performance Requirements				
Equipment	Capacity KW	Standard	Min. Efficiency	Proposed
Tank Storage (Electric)	$\leq 12 \text{ kW}$ (50 L to 270 L capacity)	CAN/CSA-C191	$SL \leq 35 + 0.20V$ (top inlet)	
			$SL \leq 40 + 0.20V$ (bottom inlet)	
	$\leq 12 \text{ kW}$ ($>270 \text{ L}$ and $\leq 454 \text{ L}$ capacity)		$SL \leq (0.472V) - 38.5$ (top inlet)	
			$SL \leq (0.472V) - 33.5$ (bottom inlet)	
	$>12 \text{ kW}$ ($>75 \text{ L}$ capacity)	ANSI Z21.10.3/CSA 4.3 & DOE 10 CFR, Part 431, Subpart G	$S = 0.30 + 27 / V_m$	
Tank Storage (Gas Fired)	$< 22 \text{ kW}$	CAN/CSA-P.3	$EF \geq 0.67 - 0.0005V$	
	$\geq 22 \text{ kW}$	ANSI Z21.10.3/CSA 4.3	$E_t \geq 80\%$ and standby loss \leq rated Input/(800 + 16.57)(\sqrt{V})	
Tankless (Gas Fired)	$\leq 73.2 \text{ kW}$	CAN/CSA-P.7	$EF \geq 0.8$	
	$> 73.2 \text{ kW}$	ANSI Z21.10.3/CSA 4.3 and DOE 10CFR, Part 431, Subpart G	$E \geq 80\%$	
Tankless (Electric)	No standard addresses the performance efficiency; however, their efficiency typically approaches 100%			
Other				
Nomenclature	EF = energy factor in %/h, E_t = thermal efficiency S = standby loss in %h, SL = standby loss in W, V = volume V_m = measured storage volume in US gallons			

(1) Must be equipped with automatic water temperature control. No standard addresses the performance efficiency; however, their efficiency typically approaches 100%.

Contact information for person who completed Section A (Part 2 of 2):

Firm Name:		Ph:		Date:	
Person Name:		Email:			

Section B: Trade Off

All calculations must be completed by a competent person and attached to this form in order to be considered complete and accepted for review. The location and extent of assemblies used in the calculation shall be clearly identified on the drawings by hatch or note.

Additional information that must be submitted for review:

- ☐ Section A (Parts 1 & 2) completed in their entirety.
- ☐ RSI assembly calculations indicating trade-off calculations.

- ☐ **Opaque to Opaque** – One or more above-ground opaque building envelope assemblies are permitted to be less than required, provided one or more above-ground opaque building envelope assemblies are increased to more than required.
 - Walls and joist type roofs must maintain minimum 55% of the required RSI_{eff}
 - All other assemblies must maintain minimum 60% of the required RSI_{eff}
 - The sum of the areas of all traded assemblies divided by their RSI_{eff} must be less than or equal to what it would have been if all assemblies had met NBC 9.36.2.6.
- ☐ **Transparent to Transparent** – One or more windows are permitted to be less than required, provided one or more windows are increased to be more than required.
 - The traded windows must have the same orientation.
 - The sum of the areas of all traded windows divided by their RSI_{eff} must be less than or equal to what it would have been if all windows had met NBC 9.36.2.7.
- ☐ **Opaque to Transparent** – This option is meant to allow reduced insulation for factory-constructed buildings with a low floor to ceiling height and a fenestration and door area to gross wall area ratio of 15% or less.

Contact information for person who completed Section B:

Firm Name:		Ph:		Date:	
Person Name:		Email:			

Section C: Performance (Page 1 of 2)

This option is available only to houses with or without secondary suites, and buildings that contain only dwelling units with common spaces that are less than 20% of the building's total floor area.

Full modelling summary reports for the reference and proposed house, completed by a competent person and generated from Hot 2000 v15 or an ANSI/ASHRAE 140 compliant software, is required to be submitted with this form to be considered complete and accepted for review.

Additional information that must be submitted for review:

- ☐ Window & door schedule.
- ☐ Building assembly details (i.e. thoroughly complete "Proposed House - Building Assembly Details" section below).
- ☐ If less than 3.2 air exchanges are used in the proposed model, provide vapour barrier installation details.
- ☐ Full modelling summary reports for Reference Model and Proposed Model.

Input Parameters		Reference Model	Proposed Model
Airtightness (air exchanges per hour @ 50 Pa)			
Heat Loss / Heat Gain			
HRV efficiency			
Thermal mass (MJ/m ²⁰ C)			
Ventilation rate (l/s)			
Fenestration and door to wall ratio (FDWR) – reference (%)			
Direction of front elevation (highlight or shade one in each column)		N NE E SE S SW W NW	N NE E SE S SW W NW
Area of windows and doors	Front elevation (m ²)		
	Rear elevation (m ²)		
	Left elevation (m ²)		
	Right elevation (m ²)		
	Total area of windows (m ²)		
	Total area of opaque doors (m ²)		
Energy use (GJ)			

Proposed House - Building Assembly Details:				
	Framing	Insulation	Furnace Size:	
Ceiling:	" o.c.	R -	Furnace Rating:	
Exterior Wall:	2" x @ " o.c.	R -	Water Heater:	
Tall Wall:	2" x @ " o.c.	R -	HRV:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Foundation Wall:	2" x @ " o.c.	R -	Air Conditioner:	
Floor Headers:		R -	Air Barrier (NBC):	
Cantilever/Bonus Rm:	2" x @ " o.c.	R -	Attic Hatch:	
Slab:	<input type="checkbox"/> None <input type="checkbox"/> Int <input type="checkbox"/> Ext / (1.2m)	thick -	Doors (U-Values):	
Cladding Type:			Windows:	
Comments:			(List all U-Values)	

ENERGY EFFICIENCY COMPLIANCE FORM

Section 9.36. of the National Building Code of Canada (NBC)

Section C: Performance (Page 2 of 2)

Software Information			
Software Title:		Version:	
Is software Hot 2000 v15 or ANSI/ASHRAE 140 compliant?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Contact information for person who completed Section C:			
Firm Name:		Name:	
Address:		Phone:	
Address:		Email:	
<p><i>I hereby certify that the calculations submitted were prepared in full accordance with the operation procedures of the software and:</i></p> <p><input type="checkbox"/> Subsection 9.36.5. of NBC 2015,</p> <p><input type="checkbox"/> EnerGuide Rating System v15 w/ variance greater than or equal to 5% above the Reference Model (attach supporting documents)</p> <p><input type="checkbox"/> Alternative Solution – Specify: _____ (attach supporting documents)</p>			
Date		Signature	