



TOWN OF PILOT BUTTE
BOX 253
PILOT BUTTE SK S0G 3Z0
Phone: 306-781-3406
e-mail: permits@pilotbutte.ca

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

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

DATE: _____

SSA# _____
BP# _____

APPLICANT: _____

MAILING ADDRESS: _____

CONSTRUCTION _____

ADDRESS: _____

CONTRACTOR: _____

BUILDER: _____

LOT _____
BLOCK _____
PLAN _____

FEE FOR CONNECTION

\$50.00

DATE: _____

RECEIPT # _____

SIGNATURE: _____

TO BE COMPLETED BY PUBLIC WORKS SUPERINTENDENT

Date Inspected: _____

Signature: _____

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

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

DATE: _____

SSA# _____
BP# _____

APPLICANT: _____

MAILING ADDRESS: _____

CONSTRUCTION _____

ADDRESS: _____

CONTRACTOR: _____

BUILDER: _____

LOT _____
BLOCK _____
PLAN _____

FEE FOR CONNECTION	\$50.00	
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DATE: _____ RECEIPT # _____

SIGNATURE: _____

TO BE COMPLETED BY PUBLIC WORKS SUPERINTENDENT

Date Inspected: _____

Signature: _____

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

FORM B3
For New Home Construction
Sewage Back Flow Preventer

Building Permit # _____

Date: _____

Name: _____

Street Address: _____

Box Number: _____

Pilot Butte, SK S0G 3Z0

To: _____

A backflow preventer is required in all new buildings as of September 6th, 2007 and per Council Bylaw No. 10-2011.

Contact your plumber for further information.

Date of Inspection to verify installation: _____

Comments (if any):

Signatures:

Home Owner or Home Owner's Agent

Date

Town Representative
Development Officer or Administrator

Date

FORM C1
BYLAW NO. 10 - 2011
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. Inspection of sewer & water service connection by the municipality.
2. Installation of a sewage back flow preventor.
3. Installation of future water connections, metres and readouts.
4. Receipt of Inspection Report of the building prior to occupancy.
5. Inspection Reports showing completion of all deficiencies.
6. Receipt of Surveyors Certificate (Real Property Report) and an Elevation Certificate (Final Elevations prior to landscaping) as per Section 8 of Building Bylaw No. 9-2011.

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.

Witness

Builder/Contractor/Owner

Witness

Municipality

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: _____ sones _____	
	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: _____ sones _____			
	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: _____ sones _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			
E KITCHEN SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sones _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			
F KITCHEN MAKE-UP AIR	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sones _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			
G BATH SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required		Z	
	Location: _____ sones _____			
	Manufacturer / Model: _____ <input type="checkbox"/> HVI			

Pre-Move and Post-Move Inspections

(For Buildings Moved In)

A **Pre-Move** Inspection:

- Identifies what items need to be corrected in order to bring the building up to NBC minimum standards. Note that many existing homes do not meet Code.
 - According to *The Uniform Building and Accessibility Standards Act*, Section 7(1) states:
*Subject to subsections (2) and (3), the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, **relocated**, removed, used or occupied in accordance with the building standards.*
 - Once any structural change is made to a building (i.e. relocation) the building standards apply. The Pre-Move inspection identifies what these NBC requirements are so that the owner can make an informed decision before purchasing and/or moving the building.
 - The pre-move fee is a small price to pay if an owner learns that it will cost thousands (if not tens of thousands) of dollars in upgrades once moved in order to meet the minimum standards.
- Determines if the structural integrity of the building can withstand the move.
- Confirms if the building meets the bylaws of the municipality it is being moved to.
- Communicates to the municipality, through information and photos, so that Council can make an informed decision about approving or rejecting the building.

If it is a newer building that has already had NBC inspections done during the course of construction, then PBI may request and review the inspection reports. If it is a RTM or modular home that was constructed out of province or country, then a compliance certificate issue number (from CSA, Intertek, QAI or equivalent) is required indicating that the home was built to CSA-A277 standards.

If approved by Council, a building permit is required for the **Post-Move** inspections:

- **Plan Review** to ensure that the placement of the building on the property meets local building bylaws and NBC requirements. If a deck, attached garage and/or basement development is also being constructed with a dwelling, then a plan review for these projects will be done. These projects are included with the permit only if the plans are provided at the plan review stage. If not, then a separate building permit will need to be taken out for each project built at a later date.
- **Foundation** inspection prior to pouring the concrete foundation walls to ensure they comply with the site-specific, engineer stamped foundation designs (or prior to backfilling if it is a wood foundation.)
- **Anchoring** inspection prior to backfilling to check the anchoring of the building to the foundation.
- **Framing** inspection is required prior to insulating if there is an insulated attached garage or basement development.
- **Occupancy/Final** inspection prior to moving in or sleeping overnight. All NBC life safety items listed in the Pre-Move inspection report and/or Plan Review must be completed before moving in. If all interior and/or exterior work is not yet completed, then a **Final Re-Inspection** will be required in order to close the permit.

Residential – 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, e-mail): _____	Signature: _____	

Information Below Can Be Completed By The Applicant

Contact Information:

Registered Owner: _____	Home: _____
Mailing Address: _____	Bus: _____
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 directions that will assist the Building Official in finding the jobsite)

Project Details:

Single Family Dwelling (Select one permit type that best describes the dwelling):

New Home Duplex Unit Cottage RTM Post-Move Mobile (Manufactured) Home

Select on line below ALL that pertain to this permit and are included with the plans submitted to PBI for review:

Basement Development Deck Attached Garage (Insulated) Attached Garage (Not Insulated)

Residential Building Project (Separate permit is required for each project type):

Addition Renovation Deck Basement Development Secondary Suite

Sunroom New Foundation Retaining Wall Roof Extension

Attached Garage Detached Garage Accessory Building Pole Building Boat House

Insulated: Yes No **Comments:** _____

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

Finished Areas: Main: _____ ft² | 2nd Storey: _____ ft² | Bsmt: _____ ft²

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

Residential - Plan Review Checklist

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

Residential Project Type

REQUIRED for a Plan Review (A shaded box means <u>not required</u> .) Provide designs and required documents in PDF format as indicated by the unshaded boxes for the project. 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 <u>municipal office</u>. <i>Requirements may vary for some projects. Please consult with PBI.</i>	New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation (structural or egress)	Basement Development	Deck (not covered or enclosed)	* Attached Garage (unheated)	* Det Garage / Acc. Bldg. (unheated)	* Pole Building (unheated)	Retaining Wall (if collapse affects a structure)	Foundation Replacement	Solar Panels (PV or Hot Water)
Site Plan (eg. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)													
Building Plans (eg. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)													
Energy Code Forms (applicable to compliance option, code edition & climate zone)													
Building Designs stamped by an engineer (project specific for <u>intended use</u> *)													
Foundation Designs stamped by a structural engineer (site specific)													
Geotechnical Report (if required by zoning bylaws or engineer recommendation)													
Manufacturer's Blocking Chart and anchorage details													
PBI Specifications sheet (plus all information requested in the sheet(s))													
Information Below is Required BEFORE THE FRAMING INSPECTION													
Engineer-stamped roof truss designs & layouts (NBC compliant)													
Engineer-stamped floor truss and/or LVL designs & layouts													
Fireplace or Wood Stove Manufacturer Specifications													
Residential Mechanical Ventilation Design Summary													

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

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 (note that owners should always include themselves on this form):

Title (Eg. Owner, Contractor)	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 their responsibility to comply in all regards with the building standards (Saskatchewan Uniform Building and Accessibility Standards Act, municipal building bylaws, and National Building Code of Canada).
- I declare that I am the **owner of this property** and I will notify PBI of any e-mail changes, if applicable.

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

Manufactured homes



CSA Standard

Z240.0.1-09

***General requirements for
manufactured homes***



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Z240.0.1-09

**General requirements for
manufactured homes****1 Scope****1.1**

This Standard specifies general requirements for manufactured homes, including quality requirements and requirements on equivalency of performance, interior markings, and provision of printed instructions.

1.2

In CSA Standards, “shall” is used to express a requirement, i.e., a provision that the user is obliged to satisfy in order to comply with the standard; “should” is used to express a recommendation or that which is advised but not required; “may” is used to express an option or that which is permissible within the limits of the standard; and “can” is used to express possibility or capability. Notes accompanying clauses do not include requirements or alternative requirements; the purpose of a note accompanying a clause is to separate from the text explanatory or informative material. Notes to tables and figures are considered part of the table or figure and may be written as requirements. Annexes are designated normative (mandatory) or informative (non-mandatory) to define their application.

2 Reference publications

This Standard refers to the following publications, and where such reference is made, it shall be to the edition listed below, including all amendments published thereto.

CSA (Canadian Standards Association)

C22.1-06

Canadian Electrical Code, Part I

A277-08

Procedure for factory certification of buildings

NRCC (National Research Council Canada)

National Building Code of Canada, 2005

National Plumbing Code of Canada, 2005

3 Definitions

The following definitions shall apply in this Standard:

Architect — a person licensed to practice architectural work in Canada.

Engineer — a person in the engineering profession who is licensed to practice in a jurisdiction in Canada.

Manufactured home — a transportable, single- or multiple-section, one-storey dwelling ready for occupancy on completion of set-up in accordance with the manufacturer's instructions.

Quality program — procedures and activities that have been implemented to achieve the purposes of a quality system.

Quality system — a documented organizational structure and set of procedures for ensuring that a product or service complies with specified requirements, and to provide evidence of such compliance.

Storey — that portion of a building that is situated between the top of any floor and the top of the floor directly above it, or where there is no floor above it, that portion between the top of any floor and the ceiling above it.

4 General requirements

4.1

4.1.1

- ➔ Manufactured homes shall be structurally complete at the time of manufacture (including installation of all plumbing, electrical, and heating services).

4.1.2

- ➔ Plumbing services shall be installed in accordance with the *National Plumbing Code of Canada*.

Note: Where it is impractical due to the structural features or arrangement of the manufactured home to obtain a minimum slope of 1 in 50 for drain piping, the drain pipe or piping can have a minimum slope of 1 in 100.

4.1.3

- ➔ Electrical services shall be installed in accordance with the *Canadian Electrical Code, Part I*.

4.2

- ➔ Plants producing manufactured homes shall have a quality program as specified in CSA A277.

5 Equivalency of performance

Unless based on an accepted engineering design for the intended use, new manufactured home materials, equipment, systems, or methods of construction not covered by this Standard shall be subjected to tests that simulate conditions that occur during normal use.

An engineer or architect, as appropriate, shall verify that the materials, equipment, systems, or methods of construction will provide performance equivalent to that required by the CSA Z240 MH Series of Standards.

Note: Clause 2.3, Division C, of the National Building Code of Canada specifies procedures for verification of equivalency.

6 Markings

The following information shall be marked in English and French in a permanent and readily visible manner in the interior of every manufactured home:

- ➔ (a) manufacturer's name and address;
- ➔ (b) model;
- ➔ (c) serial number;
- ➔ (d) year of manufacture;
- ➔ (e) gross vehicle weight rating (GVWR);
- ➔ (f) vertical tongue load range;
- ➔ (g) recommended tire size(s) and cold inflation pressure for each tire size for the maximum GVWR and for the empty weight, where significantly different;

- (h) ground snow load and roof design snow load;
- (i) design wind pressures in kilopascals (1/30) without anchorage (see Clause 5.4 of CSA Z240.2.1);
- (j) thermal resistance of insulation and the outside design temperature used in the heat loss calculations;
- (k) a list of the appliances that are factory installed in the unit, or supplied with the unit for installation at the site, specifying make, model, and type of energy used (i.e., oil, gas, electricity, or wood); and
- (l) complete electrical rating (i.e., voltage, frequency, and input current).

Note: Items (e) to (g) apply only to manufactured homes with limited-use running gear.

7 Provision of set-up instructions

Printed instructions on the following shall be provided in English and French with every manufactured home:

- (a) maximum pier loading and spacings (the instructions shall also provide details on the use of top blocking plates for distributing pier load);
Note: The manufacturer should provide any necessary additional information on the blocking procedure best suited to the manufactured home.
- (b) anchorage, including the location and required capacity of anchorage devices;
- (c) items to be installed or completed on site; and
- (d) in the case of a multi-section manufactured home, the method of maintaining the integrity of the vapour barrier at the joints between each section.