



**TOWN OF PILOT BUTTE**  
**BOX 253**  
**PILOT BUTTE SK S0G 3Z0**  
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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

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**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: \_\_\_\_\_

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**DATE**

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**DEVELOPMENT OFFICER**



**FORM A3  
TOWN OF PILOT BUTTE  
APPLICATION FOR A PERMIT TO DEMOLISH OR MOVE A BUILDING**

I hereby make application for a permit to **demolish** a building now situated on:

Civic address or location \_\_\_\_\_  
 Alternate# \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Taxes Paid Yes _____ No _____
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The demolition will commence on \_\_\_\_\_, 20\_\_\_\_  
 and will be completed on \_\_\_\_\_, 20\_\_\_\_\_.

-----**OR**-----

I hereby make application for a permit to **move** a building now situated on:

Civic address or location \_\_\_\_\_  
 Alternate# \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Taxes Paid Yes _____ No _____
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to Civic address or location \_\_\_\_\_  
 Alternate# \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**or** Out of the Town of Pilot Butte

The building has the following dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
 The building mover will be \_\_\_\_\_ and the date of the move  
 will be \_\_\_\_\_, 20\_\_\_\_\_.

The building will be moved over the following route:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The site work (filling, final grading, landscaping, etc.) which will be done after **removal and/or demolition** of the building includes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***I hereby agree to comply with the Building Bylaw of the Town of Pilot Butte and to be responsible and pay for any damage done to any property as a result of the demolition or moving of the said building, and to deposit such sum as may be required by Section 7.1 (b) of the Building Bylaw. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain all required permits and approvals prior to demolishing or moving the building.***

\_\_\_\_\_, 20\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Owner or Owner's Agent

**Fee:** \_\_\_\_\_ **Deposit: Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Amount:** \_\_\_\_\_

## Residential Permit Information Form (PIF)

**Municipal Office Use Only**

Municipality: \_\_\_\_\_ Date: \_\_\_\_\_

Development Approved:  Yes  No PBI Number: 23- \_\_\_\_\_

Geotech Required:  Yes  No Permit Expiry Date: \_\_\_\_\_

Municipal Official: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Information Below To Be Completed By The Applicant**

#### Contact & Email Consent

Building Owner: _____	Home Phone: _____
Mailing Address: _____	Cell Phone: _____
Email Address Owner: _____	
Contractor: _____	Business: _____
Contact Person: _____	Cell Phone: _____
Email Address Contractor: _____	
Signature: _____	Date: _____

\* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.

\* By signing above, I consent to email delivery to all named above of PBI reports and related documents pertaining to this building permit.

\* Please note that failure to receive an emailed report or related documents does not release the property owner (s) from their responsibility to comply in all regards with the building standards (Saskatchewan Construction Code Act, Municipal Building Bylaws, and National Building Code of Canada).

**\* Note that owners should always include themselves on this form.**

#### Jobsite Location

Civic Address: \_\_\_\_\_

Legal Land Location: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plane No \_\_\_\_\_

or: Quarter Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_

Description: \_\_\_\_\_

Subdivision / Landmark: \_\_\_\_\_

#### Project Details

**\* Please fill in Sections 1a) plus 1b), or just Section 2)**

1a) **Single Family Dwelling** (Select One Permit Type That Best Describes the Dwelling)

New Home       RTM       Post-Move       Modular Home       Duplex Unit

1b) **Select 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)

2) **Residential Building Project** (Separate Permit is Required for Each Project type)

Addition       Attached Garage       Deck       Basement Development

Renovation       Roof Extension       Sunroom       Secondary Suite

Detached Garage       Accessory Building       Accessory Building w/Living       Pole Building

Boat House       New Foundation       Retaining Wall       Demolition

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