



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 of title change _____

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: _____

LOT
BLOCK
PLAN

CONTRACTOR: _____

BUILDER: _____

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

SIGNATURE: _____

TO BE COMPLETED BY MUNICIPALITY

Date Inspected: _____

Signature: _____

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

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

DATE:	<hr/>	SSA#	<hr/>
		BP#	<hr/>
APPLICANT:	<hr/>		
MAILING ADDRESS:	<hr/>		
CONSTRUCTION ADDRESS:	<hr/>	LOT BLOCK PLAN	<hr/>
			<hr/>
CONTRACTOR:	<hr/>		
BUILDER:	<hr/>		

FEE FOR CONNECTION	\$100.00	
DATE:	<hr/>	RECEIPT # <hr/>
SIGNATURE:	<hr/>	

TO BE COMPLETED BY MUNICIPALITY

Date Inspected:

Signature:

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

FORM B3
For New Home Construction
Sewage Back Flow Preventer

Building Permit: _____

Name of Builder: _____

Construction Address: _____

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

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

Date of Inspection (completed by Municipality): _____

Comments (completed by Municipality):

Signatures:

Builder or Home Owner's Agent

Date

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

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

_____ day of _____, 20_____.

Between:

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

And

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

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

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

The Municipality must be provided with:

1. Receipt of Final Inspection Report, complete of all deficiencies, from the Licensed Building Inspectors;
2. Receipt of a Surveyor's Real Property Report & a Final Grade Elevation as per Section 8.2 & 8.3 respectively of Building Bylaw No. 7– 2015;
3. Inspection of water & sewer service connection and Water Meter Installation by the municipality; and
4. Plumbing Permit & Installation of sewage back flow preventor inspected with the plumbing inspection from the Licensed Plumbing Inspector with Regina Qu'Appelle Health Region.

In any event, if the above items shown in Section 2.2 are not completed within 36 months from the date of the approved development permit, the 50% of the partial Refund shall be forfeited to the Municipality.

The remaining 50% of the building permit deposit to be refunded to the Homeowner upon completion of landscaping. It is the Homeowner's responsibility to provide proof, by way of photograph, of the completion of landscaping. If proof of completion is not provided or if the landscaping and driveway are not completed within 36 months from the date of the approved development permit, the remaining 50% of the refund shall be forfeited to the Municipality.

Date

Builder/Contractor/Owner

Date

Municipality

Residential Permit Information Form (PIF)

Municipal Office Use Only	
Municipality: _____	Date: _____
Development Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: 24- _____
Geotech Required: <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____	
or:	
<div style="display: flex; justify-content: space-between;"> Lot(s) _____ Block _____ Plane No _____ </div>	
<div style="display: flex; justify-content: space-between;"> Quarter Section _____ Township _____ Range _____ Meridian _____ </div>	
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) <input type="checkbox"/> New Home <input type="checkbox"/> RTM <input type="checkbox"/> Post-Move <input type="checkbox"/> Modular Home <input type="checkbox"/> Duplex Unit
1b)	Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review: <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Basement Development <input type="checkbox"/> Deck <input type="checkbox"/> Attached Garage (Insulated) <input type="checkbox"/> Attached Garage (Not Insulated) </div>
2)	Residential Building Project (Separate Permit is Required for Each Project type) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Addition <input type="checkbox"/> Attached Garage <input type="checkbox"/> Deck <input type="checkbox"/> Basement Development </div> <div style="width: 50%;"> <input type="checkbox"/> Renovation <input type="checkbox"/> Roof Extension <input type="checkbox"/> Sunroom <input type="checkbox"/> Secondary Suite </div> <div style="width: 50%;"> <input type="checkbox"/> Detached Garage <input type="checkbox"/> Accessory Building <input type="checkbox"/> Accessory Building w/Living <input type="checkbox"/> Pole Building </div> <div style="width: 50%;"> <input type="checkbox"/> Boat House <input type="checkbox"/> New Foundation <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Demolition </div> </div>

This document must be submitted to PBI by the municipal office

Residential Plan Review Checklist

Box 517 Stn. Main
White City, SK S4L5B1
Ph: 306-536-1799
Fax: 306-781-2112
office@pro-inspections.ca

Project Information

Municipality: _____ Job Site Address: _____ Owner's Name: _____	PBI Number: 24- _____ Project Type: _____ Cell Phone: _____
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Residential Project Type

REQUIRED for a Plan Review															
Provide designs and required documents in PDF format as indicated by the unshaded boxes for the project (shaded box means not required). 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 unique or larger 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)	Storage only - no living space & unheated	
Site Plan (e.g. 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 (e.g. 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)															
PBI Specifications sheet (plus all information requested in the sheets)															
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, etc.)

Signature: _____	Date: _____
* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable. * 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).	

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
		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	I
			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	
		Location: _____ sonos _____		
		Manufacturer / Model: _____ <input type="checkbox"/> HVI		
		Design airflow: _____ cfm low _____ cfm high		
		If HRV/ERV used: HRV/ERV _____ % Sensible Efficiency @ 0°C _____ watts HRV/ERV _____ % Sensible Efficiency @ -25°C _____ watts <small>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.</small>		
D	VENTILATION SUPPLY AIR	<input type="checkbox"/> required <input type="checkbox"/> not required	K	
		Location: _____ sonos _____ Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm low _____ cfm high		
E	KITCHEN SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required	L	
		Location: _____ sonos _____ Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		
F	KITCHEN MAKE-UP AIR	<input type="checkbox"/> required <input type="checkbox"/> not required	M	
		Location: _____ sonos _____ Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		
G	BATH SUPPLEMENTAL	<input type="checkbox"/> required <input type="checkbox"/> not required	N	
		Location: _____ sonos _____ Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		

OTHER EXHAUST DEVICES & ASSOCIATED MAKE-UP AIR

Exhaust device: _____ Location _____

Device airflow: _____ cfm

Make-up fan man/model _____

Location _____ Design airflow: _____ cfm

Exhaust device: _____ Location _____

Device airflow: _____ cfm

Make-up fan man/model _____

Location _____ Design airflow: _____ cfm

SITE

Roll #: _____ permit #: _____

lot & plan: _____

Township: _____ civic address: _____

PRINCIPAL VENTILATION FAN

Name: _____

Address: _____ city: _____

Postal code: _____ ph: _____ fax: _____

Name: _____ HRAI # _____

Address: _____ city: _____

Postal code: _____ ph: _____ fax: _____

I certify this ventilation system design to be in accordance with:
☐ NBC-2015 9.32

Signature: _____ Date: _____

DESIGNER

MEASURED AIRFLOWS

VENTILATION SYSTEM

Principal ventilation fan airflow _____ cfm

Ventilation supply air airflow _____ cfm

If HRV/ERV used:

Low Supply: _____ cfm High Supply: _____ cfm

Low Exhaust: _____ cfm High Exhaust: _____ cfm

Notes:
 1. Ventilation supply airflow 90% -110% of principal fan airflow
 2. Measuring method to be accurate within + or - 15% of flow measured

Name: _____ HRAI # _____

Address: _____ city: _____

Postal code: _____ ph: _____ fax: _____

I certify this ventilation system installed to be in accordance with:
☐ NBC-2015 9.32

Signature: _____ Date: _____

INSTALLER COMMISSIONER

BATH MAKE-UP AIR

Airtightness Certificate

Box 517 Stn. Main
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Complete this form when the chosen energy efficiency design compliance path requires a verified post construction airtightness test:

- Tiered prescriptive achieves points through Table 9.36.8.8., or
- Tiered performance has an air-leakage rate of less than 3.2 ACH@50 Pa.

Building Address: _____

Legal Address: Lot: _____ Block: _____ Plan: _____ Subdivision: _____

Permit Application Number: _____

Conditioned Space Volume (m³): _____

Airtightness Declaration:

Input parameters:	Reference Value	Proposed Value	Actual
Airtightness (air changes per hour @ 50 Pa)			
Airtightness Design Units (circle one)	<input type="checkbox"/> ACH ₅₀	<input type="checkbox"/> NLA ₁₀	<input type="checkbox"/> NLR ₅₀
Zone Method (circle one)	<input type="checkbox"/> Guarded	<input type="checkbox"/> Unguarded	
Airtightness performer information:			
Name:	Company:		
Phone:	Email:		

I certify that I am knowledgeable, experienced and trained in the airtightness testing equipment and methodology. Testing has been completed in accordance with CAN/CGSB-149.10-M and meets or exceeds the expected results of the proposed model or design.

Signature: _____ Date: _____

Completed certificates must be submitted to office@pro-inspections.ca prior to Insulation and Vapour Barrier inspection.

Tiered Performance Compliance

Section 9.36 of the National Building Code of Canada

This form is intended to clarify the compliance with Section 9.36, Tier 2 performance path.

Must be completed by a competent person who is knowledgeable, experienced and trained in building design under Section 9.36 of the NBC and acceptable to the Authority Having Jurisdiction.

Address	
Occupancy Class	
Conditioned Space Volume (m ³)	

Performance Compliance Path 9.36.5. & 9.36.7.

Available only to houses with or without secondary suites, buildings that contain only dwelling units and common spaces whose total floor area does not exceed 20% of the total floor area of the building.

Input parameters (not required for EnerGuide compliance)		Reference Model	Proposed Model
Airtightness Level (air exchanges per hour @ 50 Pa)			
Heat Loss/Heat Gain			
HRV efficiency			
Thermal mass (MJ/m ² ·°C)			
Ventilation rate (l/s)			
Fenestration and door to wall ratio (FDWR) – reference (%)			
Direction of front elevation (clearly circle one)		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)			
Software Information			
Software title		Version	
Is software Hot2000 or ANSI/ASHRAE 140 compliant? Modelling summary reports generated for both the reference and proposed houses are required to be attached.			Yes / No

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: (List all U-Values)	
Comments:				

Tiered Performance Compliance

Section 9.36 of the National Building Code of Canada

Compliance via Tiered Performance Results (9.36.7.)

Energy Performance Metrics (not Required for Energuide Compliance)	Reference Model	Proposed Model	Target Energy Performance
Total volume of conditioned space within the building or house > 300m³ and where volume is not determined			
Percent heat loss reduction (Required: ≥ 5%) (calculated by subtracting the annual gross space heat loss of the proposed house from the annual gross space heat loss of the reference house and dividing the result by annual gross space heat loss of the reference house)			Achieved:
Percent improvement (Required: ≥ 10%) (calculated by subtracting the annual energy consumption of the proposed house from the house energy target of the reference house and dividing the result by the house energy target of the reference house), or			Achieved: or
Percent house energy target (Required: ≤ 90%) (calculated by dividing the annual energy consumption of the proposed house by the house energy target of the reference house)			Achieved:
Peak cooling load (≤ reference house)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total volume of conditioned space within the building or house ≤ 300m³ and where volume is not determined			
Percent house energy target (Required: ≤ 100%) (calculated by dividing the annual energy consumption of the proposed house by the house energy target of the reference house)			Achieved:

Declaration			
Name		Company	
Email		Phone	
<p><i>I hereby certify that the design parameters and/or 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 the 2020 NBC.</p> <p><input type="checkbox"/> Alternative Solution (attach supporting documents)</p> <p><input type="checkbox"/> EnerGuide Rating System, v15. I am a qualified Energy Advisor and the submitted design achieves the minimum 10% annual energy improvement target of 2020 NBC, Tier 2. (a compliance summary will be submitted prior to full occupancy)</p> <p>Signature: _____ Date: _____</p>			

Where the air-leakage rate is a value less than 3.2 ACH@50 Pa, an airtightness test is required to be conducted. Provide the Airtightness Certificate to Office@pro-inspections.ca once complete (required prior to Occupancy inspection).

This form is intended to clarify the compliance with Section 9.36, Tier 2 prescriptive path.

Must be completed by a competent person who is knowledgeable, experienced and trained in building design under Section 9.36 of the NBC and acceptable to the Authority Having Jurisdiction.

Address	
Occupancy Class	
Conditioned Space Volume (m³)	

Prescriptive Compliance Path (9.36.2. – 9.36.4.)

All calculations and specifications must be attached to this form to be considered complete and be accepted for review.

Conversions:	
R = 5.678 x RSI	U = 1 / RSI

HRV / ERV: Yes ☐

No ☐

F280 Heat Gain/Loss Report must be Attached

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	
Walls & 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	Maximum U-Value 1.61 or Minimum Energy Rating ≥ 25		
One door exception	Maximum U-Value 2.60		
Attic hatch	Minimum RSI _{nom} 2.60		
Skylights	Maximum U-Value 2.75		
Effective Thermal Resistance of Below-Grade or In-Contact-With-Ground Opaque Buildings Assemblies (RSI)			
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	

Trade Off (9.36.2.11.):

☐ Yes

☐ No

Should trade off be proposed, all calculations must be attached to this form to be considered complete and be accepted for review. The location and extent of assemblies used in the calculations shall be clearly identified on the drawings by hatch or note.

TIERED PRESCRIPTIVE COMPLIANCE

Section 9.36 of the National Building Code of Canada

HVAC Equipment Performance Requirements				
Equipment	Capacity KW	Standard	Min. Efficiency	Proposed
Electric Heat Pump (split & single package)	≥ 19	See Tables 5.2.12.1.-A to -P of Division B of the NECB		
Gas Fired Furnace w or w/o A/C	≤ 66 using single-phase electric current	CAN/CSA-P.2	AFUE ≥ 95% and must be equipped with a high-efficiency constant torque or constant airflow fan motor	
	≤ 66, through the wall furnace		E _t ≥ 78.5% AFUE ≥ 90%	
	≤ 66 using three-phase electric current	ANSI Z21.47/CSA 2.3	AFUE ≥ 78% or E _t ≥ 80%	
	> 66 and ≤ 117.23		E _t ≥ 80%	
Electric Boiler	< 88	(1)		
Gas Fired Boiler	< 88	CAN/SCA-P.2	AFUE ≥ 90%	
	≥ 88 & < 733	ANSI/AHRI 1500 or DOE 10 CFR, Part 431, Subpart E, Appendix A	E _t ≥ 83%	
Other				
Heat Loss/Heat Gain Calculation	<input type="checkbox"/> Calculations were prepared in conformance with CSA F280-12			_____ BTU
Nomenclature	AFUE= annual fuel utilization efficiency, E _t = thermal efficiency			
Water Heaters Performance Requirements				
Equipment	Capacity KW	Standard	Min. Efficiency	Proposed
Tank Storage Electric	≤ 12 kW (>50 L to ≤ 270 L capacity)	CAN/CSA-C191	SL ≤ 35 + 0.20V (top inlet)	
			SL ≤ 40 + 0.20V (bottom inlet)	
	≤ 12 kW (>270 L to ≤ 454 L capacity)		SL ≤ (0.472V) - 38.5 (top inlet)	
	SL ≤ (0.472V) - 33.5 (bottom inlet)			
	>12 kW	ANSI Z21.10.3/CSA 4.3 or DOE 10 CFR, Part 431, Subpart G App B	SL≤ 0.30 + (102.2 V _s)	
Tank Storage Gas Fired	≤ 22 kW and first-hour rating < 68 L	CAN/CSA-P.3	UEF ≥ 0.3456 – (0.00053 V _s)	
	≤ 22 kW and first-hour rating ≥ 68 L but < 193 L		UEF ≥ 0.5982 – (0.00050 V _s)	
	≤ 22 kW and first-hour rating ≥ 193 L but < 284 L		UEF ≥ 0.6483 – (0.00045 V _s)	
	≤ 22 kW and first-hour rating ≥ 284 L		UEF ≥ 0.6920 – (0.00034 V _s)	
	> 22 kW but ≤ 30.5kW and V _r ≤ 454 L		UEF ≥ 0.8107 – (0.00021 V _s)	
	> 22 kW	DOE 10 CFR, Part 431, Subpart G, Appendix A	E _t ≥ 90% and SL ≤ 0.84 [(1.25 Q) + (16.57 √V _r)]	

TIERED PRESCRIPTIVE COMPLIANCE

Section 9.36 of the National Building Code of Canada

Tankless Gas Fired	< 58.56 kW, $V_r \leq 7.6$ L and max. flow rate < 6.4 L/min	CAN/CSA-P.3	UEF ≥ 0.86	
	< 58.56 kW, $V_r \leq 7.6$ L and max. flow rate ≥ 6.4 L/min		UEF ≥ 0.87	
	≥ 58.56 kW, $V_r \leq 37.85$ L and input rate to V_r ratio ≥ 309 W/L	DOE 10 CFR, Part 431, Subpart G, Appendix C	$E_t \geq 94\%$	
Tankless, Electric	No standard addresses the performance efficiency; however, their efficiency typically approaches 100%			
Other				
Nomenclature	EF = energy factor Q = nameplate input rate, in kW V_r = rated nominal storage volume, in L E_t = thermal efficiency with a 38.9°C (70°F) water temp difference SL = standby loss, in W V_s = measured storage volume, in L			

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

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)	

Compliance via Tiered Prescriptive Results (9.36.8.)

This option applies only to buildings of residential occupancy to which Part 9 applies.

Energy Performance Measures	Minimum Energy Conservation Points (Zone 7a)
Above-Ground Walls	
Fenestration and Doors	
Below-Grade or In Contact with Ground	
Airtightness	
Ventilation Systems	
Service Water Heating Equipment	
Building Volume	
Total Energy Conservation Points Achieved: (Tier 2 requires at least 10 points)	

Where points are achieved through Table 9.36.8.8., an airtightness test is required to be conducted. Provide the **Airtightness Certificate** to office@pro-inspections.ca once complete but required prior to Occupancy inspection.