

Town of Fort Qu'Appelle

BUILDING PERMIT APPLICATION



General Regulations:

1. Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall require the submission of a Building Permit as well as all other supplementary information required.
2. All construction of buildings within the Town of Fort Qu'Appelle shall be governed by the Building Bylaw.
3. Every application for a building permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
4. Application forms as well as any supplementary documents and worksheets can be obtained from the Town Office.
5. The applicant is responsible for contacting Professional Building Inspections, Inc. to arrange all inspections required within the permit as well as providing confirmation that all issues identified throughout the process have been completed.
6. Property owner authorization, either by signature on the application or by letter is required for this application.

Supplementary Information:

1. Applications proposing residential, commercial or industrial construction must submit the following types of construction drawings:
 - a. A **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
 - b. A **Floor Plan** including size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, barrier free entrances and washrooms and built-in furnishings.
 - c. A **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors and related structural details.
 - d. An **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
 - e. A **Cross Section Plan** providing cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapor protection and insulation.
 - f. A **Mechanical Plan** providing a description and location of heating, ventilating and air-conditioning equipment, size and location of duct work, location of fire dampers, plumbing fixtures and piping and the size and location of sprinkler system equipment.
 - g. An **Electrical Plan** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting.
2. Applications proposing residential, commercial or industrial construction shall include two (2) sets of construction drawings. All drawings should:
 - a. Show the owner's name, project name and date.
 - b. Be drawn to scale and the scale should be noted.
 - c. Be black line or blue prints on good quality paper.
 - d. Include legible letters and dimensions.
 - e. Where required, an architect's or engineer's stamp shall be included.
 - f. Clearly show the location of existing and new construction for additions, alterations and renovations.
 - g. All applications for residential construction shall include the submission of a **Residential Mechanical Ventilation Design Summary** form completed by the plumbing and heating contractor chosen to complete the work.
 - h. All commercial and industrial construction shall require drawings to be stamped by an architect or engineer licensed to practice in Saskatchewan.
 - i. The Municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets Municipal Standards, National Building Code Standards and *The Uniform Building and Accessibility Standards Act*.
3. Applications proposing residential, commercial or industrial construction must submit a site plan that clearly indicates the following:
 - a. The location of the proposed construction on the parcel including front, side and rear yard setback distances clearly identified.
 - b. Orientation of the proposed building by providing a north arrow and identification of the front municipal street serving the property.
 - c. Identification of any standing water on the property.
 - d. The location of any easements or utility right-of-ways.
 - e. Identification of all other structures on the property.

Design Worksheets:

With the following building projects, the plan requirements identified above may be satisfied through the submission of a design worksheet. Based upon the nature of construction, these worksheets are intended to replace building plans:

1. **Accessory Building Worksheet**
2. **Basement Development Worksheet**
3. **Deck Development**
4. **Detached Garage Worksheet**
5. **Renovation Worksheet**

Permit Validity:

1. A building permit issued in accordance with the notice of decision is valid for the entire period required to complete the work proposed with the following exceptions:
 - a. If after twelve (12) months from the date of issue of the permit, the work has not commenced or been carried out with reasonable diligence, or
 - b. At any time the work has been discontinued for a period of six (6) months, the permit may be revoked and cancelled by the Municipality.
2. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Municipality along with the required fees within fourteen (14) days after the notice of decision is given. The Municipal Development Appeals Board will be convened according to the guidelines set out within the Development Appeals Handbook.

Other Permit Information Required:

1. If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.
2. If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.

Plumbing Permit:

1. If you propose to install or modify a sewage disposal or plumbing system, you must obtain a permit from Regina-Qu'Appelle Health District prior to the issuance of a building permit.

PROPERTY OWNER INFORMATION:

Applicant Name		Company Name (if applicable)		
Primary Phone Number	Cell Phone Number	Fax Number	E-mail Address	
Apt. No. - Street No. Street Name/ P.O. Box - Rural Route		City	Province/Territory	Postal Code

CONTRACTOR INFORMATION: ☐ SAME AS PROPERTY OWNER

Property Owner Name		Company Name (if applicable)		
Primary Phone Number	Cell Phone Number	Fax Number	E-mail Address	
Apt. No. - Street No. Street Name/ P.O. Box - Rural Route		City	Province/Territory	Postal Code

APPLICANT INFORMATION: ☐ SAME AS PROPERTY OWNER ☐ SAME AS CONTRACTOR

Contractor Company Name		Contact Person Name		
Primary Phone Number	Cell Phone Number	Fax Number	E-mail Address	
Apt. No. - Street No. Street Name/ P.O. Box - Rural Route		City	Province/Territory	Postal Code

LEGAL LAND DESCRIPTION:

Quarter: _____ Section: _____ Township: _____ Range: _____ Meridian/Extension: _____
LSD: _____ Lot: _____ Block: _____ Plan: _____ Extension: _____
Civic Address: _____

BUILDING TYPE:

☐ New Construction ☐ Constructed Building ☐ Constructed Building Being Moved onto Building Site*

*Pre-constructed buildings must receive a Pre-move Inspection prior to issuance of a building permit.

PROPOSED CONSTRUCTION TYPE FOR RESIDENTIAL BUILDINGS:

☐ **Single Unit Residence**

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Attached / Detached Garage** (Please circle)

☐ Insulated ☐ Non-insulated

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Residential Addition**

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Residential Renovation**

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Basement / Foundation Development**

☐ Insulated ☐ Non-insulated

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Deck**

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Accessory Building (Please describe)** _____

☐ Insulated ☐ Non-insulated

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ **Other Residential Building (Please describe)** _____

☐ Insulated ☐ Non-insulated

Construction Cost: \$ _____

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

PROPOSED CONSTRUCTION TYPE FOR COMMERCIAL / INDUSTRIAL BUILDINGS:

☐ Commercial Building (Please describe)

☐ Insulated ☐ Non-insulated Construction Cost: \$

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ Industrial Building (Please describe)

☐ Insulated ☐ Non-insulated Construction Cost: \$

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ Institutional/Utility Building (Please describe)

☐ Insulated ☐ Non-insulated Construction Cost: \$

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

☐ Other Commercial/Industrial Building (Please describe)

☐ Insulated ☐ Non-insulated Construction Cost: \$

Size of Building: _____ ft² m² Length: _____ ft m Width: _____ ft m Height: _____ ft m
(Please circle) (Please circle) (Please circle) (Please circle)

Finished areas: Main: _____ ft² m² 2nd Story: _____ ft² m² Basement: _____ ft² m²
(Please circle) (Please circle) (Please circle)

Declaration

I, _____ of _____
(Please print) (Town/City, Province)

in the Province of Saskatchewan, solemnly declare that all of the above statements within this 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*.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

Applicant Signature

Date

Property Owner Signature

Date

For Office Use:

Date: _____ Building Permit No. _____ Permit Application Fee: \$ _____

Town of Fort Qu'Appelle Development Officer: _____