



## PERMIT RMMK-23-\_\_ APPLICATION FOR DEVELOPMENT PERMIT

**1) Applicant (Must be registered owner):**

Registered Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**2) Property (Civic or Legal or Land Location):**

Civic \_\_\_\_\_

Lot \_\_\_\_\_ Blk \_\_\_\_\_ Plan \_\_\_\_\_

Part \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W2

Certificate of Title No. \_\_\_\_\_ Date \_\_\_\_\_

**3) Lot Size:**

Dimensions \_\_\_\_\_ Area \_\_\_\_\_

**4) Existing Land Use:**

**5) Proposed Land Use/Description of Proposed Development:**



**6) DOCUMENTS TO INCLUDE FOR ALL DEVELOPMENT APPLICATIONS**

- a) Site Plan showing the following:
  - i) Site dimensions & shape, side yard, front yard & rear yard setbacks.
  - ii) Location, size and use of all existing and proposed buildings or structures & easements dimensioned to the site lines.
  - iii) Distance between Principal and Accessory Building.
- b) Site topography and special site conditions (which may require a contour map) including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features.
- c) The location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth.
- d) Proposed on-site and off-site services.
- e) A Geo-Tech Report provided by an Engineer.

**7) TIMELINE**

- a) Start Date: \_\_\_\_\_
- b) Estimated Completion Date: \_\_\_\_\_

**8) Other Information**

**9) Mobile Homes: C.S.A. Z240 Approval Number** \_\_\_\_\_

**10) Modular/RTM: C.S.A. Z277 Approval Number** \_\_\_\_\_

**11) Park Model Home: C.S.A. Z241 Approval Number** \_\_\_\_\_

**12) Modular date of Manufacture** \_\_\_\_\_



**13) DECLARATION OF APPLICANT**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

In the Province of \_\_\_\_\_, 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”*.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner**



**FOR MUNICIPAL OFFICE USE ONLY:**

**RMMK-23-\_\_**

- 1. Present Zoning: \_\_\_\_\_
- 2. Proposed Use(s): Principal \_\_\_\_\_  
Accessory \_\_\_\_\_
- 3. Proposed Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side 1 \_\_\_\_\_ Side 2 \_\_\_\_\_
- 4. Size of Building Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_
- 5. Application Status: Meets Bylaw Requirement \_\_\_\_\_  
Does Not Meet Bylaw Requirements \_\_\_\_\_

Other Regulations/Comments/Conditions:

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Development Officer**



# FORM A - APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to:

- Construct
- Alter
- Reconstruct

Permit #

Alt #

a building according to the information below and to the plans and documents attached to this application.

**Applicant (must be completed by the registered owner):**

Registered Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

**Property (Civic or Legal or Land Location):**

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

Legal Description: Lot \_\_\_\_\_ Blk \_\_\_\_\_ Plan \_\_\_\_\_

Land Description: Part \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W2

Certificate of Title No. \_\_\_\_\_ Date \_\_\_\_\_

Nature of work: \_\_\_\_\_

Intended use of building: \_\_\_\_\_

Size of building: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Number of storeys: \_\_\_\_\_

Fire Escapes: \_\_\_\_\_

Number of stairways: \_\_\_\_\_

Width of stairways: \_\_\_\_\_

Number of exits: \_\_\_\_\_

Width of exits: \_\_\_\_\_

Foundation Soil Classification Type: \_\_\_\_\_

Footings: \_\_\_\_\_

Material: \_\_\_\_\_

Size: \_\_\_\_\_

Foundation: \_\_\_\_\_

Material: \_\_\_\_\_

Size: \_\_\_\_\_

Exterior Walls: \_\_\_\_\_

Material: \_\_\_\_\_

Size: \_\_\_\_\_

Roof: \_\_\_\_\_

Material: \_\_\_\_\_

Size: \_\_\_\_\_

Studs: \_\_\_\_\_

Material: \_\_\_\_\_

Spacing: \_\_\_\_\_

Floor Joists: \_\_\_\_\_

Material: \_\_\_\_\_

Spacing: \_\_\_\_\_

Girders: \_\_\_\_\_

Material: \_\_\_\_\_

Spacing: \_\_\_\_\_

Rafters: \_\_\_\_\_

Material: \_\_\_\_\_

Spacing: \_\_\_\_\_

Chimneys: \_\_\_\_\_

Number: \_\_\_\_\_

Size: \_\_\_\_\_

Material: \_\_\_\_\_

Thickness: \_\_\_\_\_

Heating: \_\_\_\_\_

Lighting: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Estimated Cost of Construction (excluding site): \_\_\_\_\_

Building Area (of largest storey): \_\_\_\_\_

**I hereby to agree that it is my responsibility to ensure compliance with the Building Bylaw of the local authority 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 local authority or its authorized representative.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

## Residential Permit Information Form (PIF)

Municipal Office Use Only	
Municipality: _____	Date: _____
Development Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: 23- _____
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:	
Description: _____	
Subdivision / Landmark: _____	

#### Project Details

* Please fill in Sections 1a) plus 1b), or just Section 2)	
1a) <b>Single Family Dwelling</b> (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) <b>Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:</b>	
<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Attached Garage (Insulated)	<input type="checkbox"/> Attached Garage (Not Insulated)
2) <b>Residential Building Project</b> (Separate Permit is Required for Each Project type)	
<input type="checkbox"/> Addition	<input type="checkbox"/> Attached Garage
<input type="checkbox"/> Deck	<input type="checkbox"/> Basement Development
<input type="checkbox"/> Renovation	<input type="checkbox"/> Roof Extension
<input type="checkbox"/> Sunroom	<input type="checkbox"/> Secondary Suite
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> Accessory Building w/Living	<input type="checkbox"/> Pole Building
<input type="checkbox"/> Boat House	<input type="checkbox"/> New Foundation
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Demolition

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

# Residential Plan Review Checklist

## Project Information

<b>Municipality:</b> _____	<b>PBI Number:</b> 23- _____
<b>Job Site Address:</b> _____	<b>Project Type:</b> _____
<b>Owner's Name:</b> _____	<b>Cell Phone:</b> _____

## Residential Project Type

REQUIRED for a Plan Review	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
<p style="text-align: center;">Provide <b>designs and required documents in PDF format</b> as indicated by the unshaded boxes for the project (shaded box means not required).</p> <p style="text-align: center;">A plan review must be completed by PBI <u>before</u> a building permit is issued.</p> <p style="text-align: center; color: red;">E-mail plans and documents in PDF format to the <u>municipal office</u>.</p> <p style="text-align: center;"><i>Requirements may vary for unique or larger projects. Please consult with PBI.</i></p>														
<b>Site Plan</b> (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.)														
<b>Building Plans</b> (e.g. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)														
<b>Energy Code Forms</b> (applicable to compliance option, code edition & climate zone)														
<b>Building Designs stamped by an engineer</b> (project specific for <u>intended use</u> *)														
<b>Foundation Designs stamped by a structural engineer</b> (site specific)														
<b>Geotechnical Report</b> (if required by zoning bylaws or engineer recommendation)														
<b>PBI Specifications sheet</b> (plus all information requested in the sheets)														
<b>Information Below is Required BEFORE THE FRAMING INSPECTION</b>														
<b>Engineer-stamped roof truss designs &amp; layouts</b> (NBC compliant)														
<b>Engineer-stamped floor truss and/or LVL designs &amp; layouts</b>														
<b>Fireplace or Wood Stove Manufacturer Specifications</b>														
<b>Residential Mechanical Ventilation Design Summary</b>														

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

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

# Solar Panels - PBI Specifications



Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
Owner: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

## Solar Photovoltaic (PV) or Water Heating (SHW) Installation

### (1) Provide the following documents with your application, where applicable:

- Product listing** from supplier(s) verifying that all components to be installed are **CAN/ULC certified**.
- Manufacturer specifications** for PV and/or SHW components (i.e. design and installation requirements).  
\*\*\* Note that SHW systems must be installed in accordance with Saskatchewan Plumbing Regulations.  
**Battery storage**, if applicable, must indicate ventilation & space clearance requirements.
- Electrical line diagrams** for solar PV installations. **(NOTE: Commercial installations require P.Eng. seal)**  
\*\*\* Note that all solar PV installations require an **electrical permit** from SaskPower.
- Roof truss** designs (engineer-stamped) or letter from a Structural Engineer (project-specific).  
**Engineer designs or letter** must indicate: (a) that their review conforms to NBC 2015 - Part 4, (b) anticipated dead loads (e.g. weight of panels, supports and racking), (c) anticipated live loads (e.g. snow and wind loads for the area), (d) maximum anticipated point load on framing members, (e) maximum panel array height above surface of roof (re: uplift and forces on mounting attachments), and (f) additional structural information relevant to the project.
- Roof-mount plan and layout**, indicating: (a) roof surface type and dimensions, (b) panel and anchor layout, noting dimensions, spacing and weight, (c) method of attachment, (d) distance between roof surface and underside of panels, if parallel-mounted, (e) maximum height above roof ridge, if tilt mounted, (f) racking/rail lengths and details (g) flashing and sealant type, (h) provisions for fire fighting, and (i) additional structural information relevant to the project.

### (2) Complete the information below regarding the proposed installation:

#### Installation (Building or Property Type):

- Residential     Commercial     Industrial

#### Solar Panel Type: (Select all that apply)

- Photovoltaic     Water Heating     \_\_\_\_\_

#### Solar Service Type: (Select all that apply)

- Grid-Tied     Battery Storage (off-grid)  
 Water Heating     \_\_\_\_\_

#### Mounting Location:

- Roof (sloped)     Roof (flat)     Canopy  
 Ground     Pole     \_\_\_\_\_

#### Foundation Type (for ground, pole or canopy):

- Concrete Piles     Screw Piles     Concrete Slab

\*\*\* Engineer-stamped foundation designs are required.

#### Panel Orientation

- Portrait     Landscape     \_\_\_\_\_

#### Mounting Type:

- Flush     Parallel     Ballasted  
 Fixed Tilt     Tracking     \_\_\_\_\_

#### If Tilted, Maximum Height above Roof Ridge:

\_\_\_\_\_

#### Roof Truss or Rafter Spacing:

- 16" o.c.     24" o.c.     \_\_\_\_\_

#### Roof Trusses or Rafters:

- Solar Ready Roof Trusses (Engineered)  
 Roof Trusses (Engineered but not built solar ready)  
 Rafters  
 \_\_\_\_\_

#### Name of Truss Manufacturer or Engineer:

\_\_\_\_\_

Roof Slope (Pitch): (e.g. 4/12)     \_\_\_\_\_

#### Roof Sheathing Type & Thickness:

- OSB     Plywood     \_\_\_\_\_  
 3/8"     7/16"     \_\_\_\_\_

#### Roof Surface/Shingle Type:

- Asphalt     Metal     \_\_\_\_\_

#### Array Directly Fastened To:

- Truss/Rafter     Blocking     \_\_\_\_\_

#### Racking Type:

- Railed     Rail-free     Shared-rail