



## PERMIT RMMK-21-\_\_ APPLICATION FOR DEVELOPMENT PERMIT

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

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ PC \_\_\_\_\_

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) Proposed Date of Commencement: \_\_\_\_\_
- b) Proposed Date of Completion: \_\_\_\_\_

## **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



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**FOR MUNICIPAL OFFICE USE ONLY:**

**RMMK-21-\_\_**

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:

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

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



## FORM A - APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to:

☐ Construct

Permit #

☐ Alter

☐ Reconstruct

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):**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ PC \_\_\_\_\_

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

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

Civic \_\_\_\_\_

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

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 - Plan Review Checklist

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

### Residential Project Type

#### REQUIRED for a Plan Review

(A **shaded box** means not required.)

Provide **designs and required documents in PDF format** as indicated by the unshaded boxes for the project. A plan review must be completed by PBI before a building permit is issued.

**E-mail plans and documents in PDF format  
to the municipal office.**

*Requirements may vary for some projects. Please consult with PBI.*

	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)
<b>Site Plan</b> (eg. 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> (eg. 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>Manufacturer's Blocking Chart and anchorage details</b>													
<b>PBI Specifications sheet</b> (plus all information requested in the sheet(s))													
<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, if heated, etc.)

## E-MAIL CONSENT FORM

Consent to the e-mail delivery of PBI reports and related documents pertaining to this building permit is given to the following individuals involved in the construction project (note that owners should always include themselves on this form):

Title (Eg. Owner, Contractor)	Individual's Name	E-mail Address
<b>Owner</b>		

- Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from their responsibility to comply in all regards with the building standards (Saskatchewan Uniform Building and Accessibility Standards Act, municipal building bylaws, and National Building Code of Canada).
- I declare that I am the **owner of this property** and I will notify PBI of any e-mail changes, if applicable.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Residential – Permit Information Form

### Municipal Office Use Only

Municipality: _____		PBI Permit #: RMMK-21-
Development Approved:	<input type="checkbox"/> No <input type="checkbox"/> Yes	(Proposed construction meets all zoning bylaws and/or is approved in principle.)
Geotech Report Required:	<input type="checkbox"/> No <input type="checkbox"/> Yes	(If required by zoning bylaws or engineer recommendation.)
Permit Application Date: _____	Permit Expiry Date: _____	
Date Sent to PBI: _____	Administrator Name: _____	
Method Sent (mail, fax, e-mail): _____	Signature: _____	

### Information Below Can Be Completed By The Applicant

#### Contact Information:

<b>Registered Owner:</b> _____	Home: (306) _____
Mailing Address: _____	Bus: (306) _____
E-mail: _____	Cell: (306) _____
<b>Contractor:</b> _____	Bus: (306) _____
Contact Person: _____	Fax: (306) _____
E-mail: _____	Cell: (306) _____
<input type="checkbox"/> Same as Registered Owner	
Applicant's Name: _____	Ph: (306) _____
<input type="checkbox"/> Same as Registered Owner <input type="checkbox"/> Same as Contractor	

#### Jobsite Location:

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

Legal Land Description: Lots(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan No. \_\_\_\_\_

¼, Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W 2

Subdivision: \_\_\_\_\_

Landmark or Reference: \_\_\_\_\_

(Note directions that will assist the Building Official in finding the jobsite)

#### Project Details:

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

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

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

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

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

☐ Addition    ☐ Renovation    ☐ Deck    ☐ Basement Development    ☐ Secondary Suite

☐ Sunroom    ☐ New Foundation    ☐ Retaining Wall    ☐ Roof Extension

☐ Attached Garage    ☐ Detached Garage    ☐ Accessory Building    ☐ Pole Building    ☐ Boat House

**Insulated:** ☐ Yes ☐ No    **Comments:** \_\_\_\_\_

**Dimensions:** Length: \_\_\_\_\_ ft. x Width: \_\_\_\_\_ ft. x Height: \_\_\_\_\_ ft. | **Size:** \_\_\_\_\_ ft<sup>2</sup>

**Finished Areas:** Main: \_\_\_\_\_ ft<sup>2</sup> | 2<sup>nd</sup> Storey: \_\_\_\_\_ ft<sup>2</sup> | Bsmt: \_\_\_\_\_ ft<sup>2</sup>

**Start Date:** \_\_\_\_\_    **Estimated Completion Date:** \_\_\_\_\_

## RENOVATION – PBI SPECIFICATIONS

Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
Owner: (Cell) (306) \_\_\_\_\_ (H) (306) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

### **Residential**

Renovations typically require a building permit if there is any change to the:

- **structural framing** (e.g. cutting existing framing members or adding new framing members, etc.)
- **use** (e.g. changes to or creating bedrooms/sleeping rooms; developing new living space, etc.)
- **occupancy type** (e.g. converting a single family dwelling into a care home, or a storage garage into living space, etc.)

**(1) Please select the renovation type below that best describes your project:**

- ☐ **Window replacement** (changing the size of the existing windows.)
- ☐ **Window replacement** (installing new windows in bedrooms/sleeping rooms.)
- ☐ **Door replacement** (changing the size of existing doors.)
- ☐ **Kitchen remodeling** (changing cabinets and cooktops.)
- ☐ **Removing wall(s) or cutting opening in existing wall(s)** (essentially, any reno that cuts structural members.)
- ☐ **Converting a space into a bedroom or sleeping room.**
- ☐ **Adding or extending a roof over a deck or other exterior space.**
- ☐ **Adding a sunroom or deck enclosure.**
- ☐ **Changing the size of an exterior deck or landing** (please complete the **Deck – PBI Specifications** sheet.)
- ☐ **Basement development** (please complete the **Basement Development – PBI Specifications** sheet.)
- ☐ **Creating a secondary suite** (please submit drawings prepared by an experienced designer.)
- ☐ **Adding a bathroom.**
- ☐ **Other:** \_\_\_\_\_

**(2) In the space below, please describe your renovation project in as much detail as possible:**

Note age (year built) of existing building: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_

**(3) On a separate sheet please provide the following, if applicable:**

- ☐ Sketch of renovation project or floor plan layout.
- ☐ Manufacturer specifications or product brochures (i.e. windows, doors, cooking appliances, etc.)
- ☐ Site plan if existing building changes shape (i.e. show placement on the lot and setbacks to property lines.)