



## PERMIT RMMK-22-\_\_ APPLICATION FOR DEVELOPMENT PERMIT

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

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

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

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

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

Civic or Jobsite Address \_\_\_\_\_

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



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**FOR MUNICIPAL OFFICE USE ONLY:**

**RMMK-22-\_\_**

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**

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**Development Officer**



## FORM A - APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to:

- ☐ Construct  
☐ Alter  
☐ Reconstruct

Permit # **RMMK-22-**

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 - Plan Review Checklist

**Municipality:** \_\_\_\_\_ **Permit #:** RMMK-22-  
**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:

Registered Owner: _____	Home: (306) _____
Mailing Address: _____	Bus: (306) _____
E-mail: _____	Cell: (306) _____
Contractor: _____	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: \_\_\_\_\_

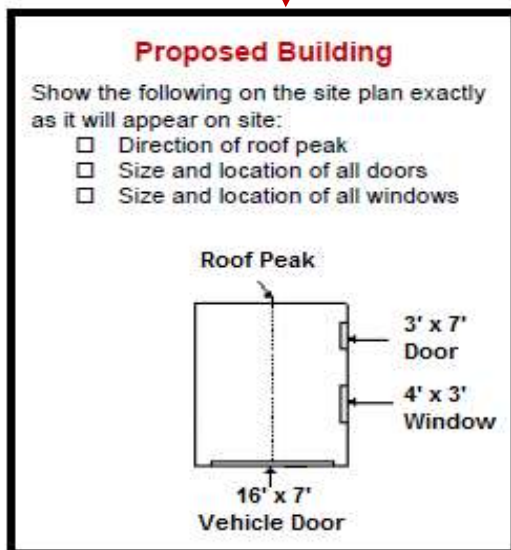
## Detached Garage / Accessory Building / Boat House - PBI Specifications

\* **NOTE:** Pole Building requires engineer-stamped designs for the building and its structural members (NBC A-9.23.1.1.)

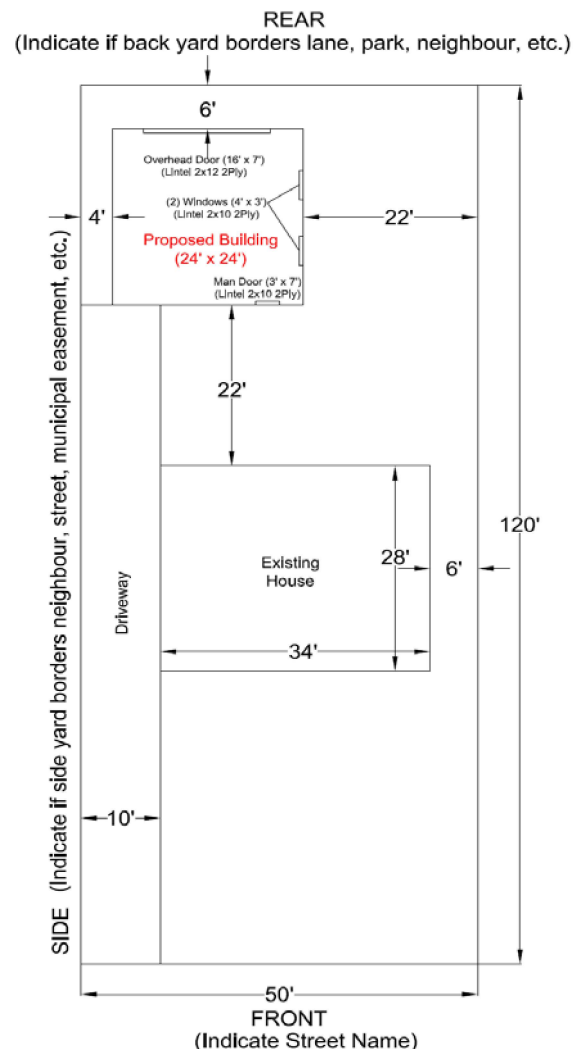
### (1) Provide a **SITE PLAN** sketch on a separate sheet and note the following:

- ☐ Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- ☐ Indicate **North** direction.
- ☐ Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- ☐ Indicate the **type of building** (e.g. detached garage, accessory building, boat house, etc.)
- ☐ Label the **street or road name** in the front yard (primary access).
- ☐ Note **what borders the property** on each side (lane, neighbour, street, park, lake, etc.)
- ☐ Draw the **existing house** on the lot (to scale.)
- ☐ Draw the **proposed building** on the lot (to scale). Show **stair detail**, if applicable.
- ☐ Note the building **dimensions** (indicate ft or m) - **Width** (rear facing) / **Length** (side facing)
- ☐ Note the **distance to the property lines** on all sides of the proposed building (indicate ft or m).
- ☐ Draw any **other buildings** on the same property (e.g. shed, etc.) and note their dimensions.
- ☐ Note the closest **distance** of the proposed building **to the house and other buildings** on the same property.
- ☐ Show the **location** of easements (state the width), retaining walls, lanes, driveways, etc.
- ☐ Show **direction of the roof peak** (using dotted line) for the proposed building **ON THE SITE PLAN**.
- ☐ Show **location and sizes of all doors and windows** for the proposed building **ON THE SITE PLAN**.

### Site Plan Example



Dimensions (width x height)



### \*\*\* Important:

- ☐ A plan review cannot be completed without a proper **Site Plan** submitted.
- ☐ If you have **Garage Package plans** from a supplier, please include a copy with your application.
- ☐ **Note the header/lintel size and no. of plies** for each door and window in the proposed building. This information can be recorded on the site plan.
- ☐ Contact PBI at (306) 536-1799 if you have any questions.



Owner Name: \_\_\_\_\_

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

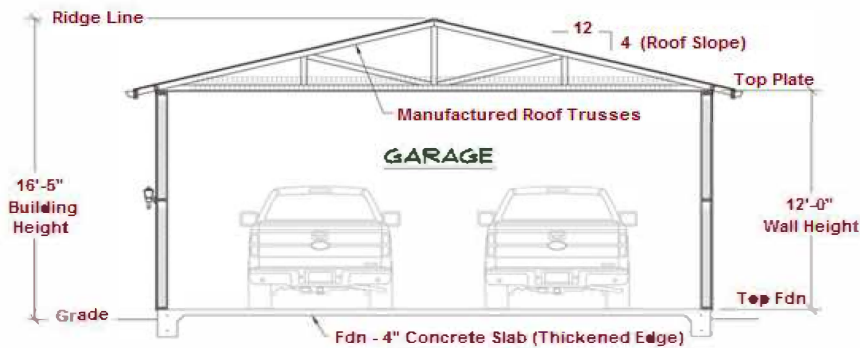
Owner: (Cell) \_\_\_\_\_ (H) \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

**(2) Complete ALL information below regarding the proposed building:**

**Building Dimensions** (indicate feet or metres)

- ☐ **Width** (front/rear facing): \_\_\_\_\_
- ☐ **Length** (side lot facing): \_\_\_\_\_
- ☐ **Height** (grade to ridge/roof peak): \_\_\_\_\_
- ☐ **Size** (in ft<sup>2</sup>): \_\_\_\_\_



**Engineered Roof Trusses by:** (name of truss company)

- ☐ \_\_\_\_\_
- ☐ Rafters (supply design if not using roof trusses)

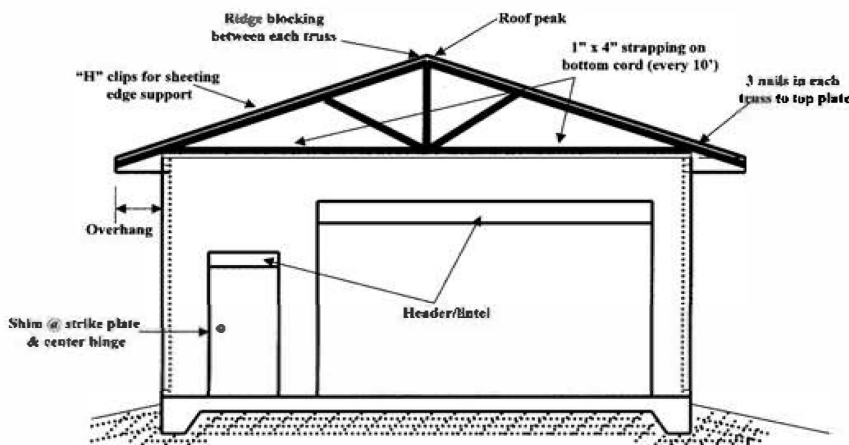
**Foundation:**

- ☐ Piles & Grade Beam (Engineer-stamped foundation designs are required)
- ☐ Concrete Slab Floor (Dimensions): \_\_\_\_\_ (W x L)
- Concrete Slab Thickness (Edge): \_\_\_\_\_ (inches)
- Concrete Slab Thickness (Interior): \_\_\_\_\_ (inches)

(NOTE: Thickened edge concrete slab is required if floor area is  $\geq 55 \text{ m}^2$  (592 ft<sup>2</sup>). Engineer-stamped foundation designs are required for bldgs > 1,200 ft<sup>2</sup> or 1 storey.)

- ☐ Other Fdn Type: \_\_\_\_\_

*Note: venting & attic hatch required if insulating*



**Number of Storeys:**

- ☐ One ☐ Loft ☐ Two
- Access to 2nd level: ☐ Ladder ☐ Staircase

**Will there be a bathroom in the building?**

- ☐ No ☐ Yes (2 piece) ☐ Yes (3 piece)

**Roof Truss or Rafter Spacing:**

- ☐ 16" o.c. ☐ 24" o.c. ☐ \_\_\_\_\_

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

**Roof Sheathing Type & Thickness:**

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

**Roofing Material / Shingles:**

- ☐ Asphalt ☐ Metal ☐ \_\_\_\_\_

**Roof Overhang Width:**

- ☐ 12" ☐ 24" ☐ \_\_\_\_\_

**Wall Height:** (Tall wall Eng design if exceeds NBC Table 9.23.10.1)

Foundation to Top Plate (note ft or m): \_\_\_\_\_

**Wall Stud Size & Spacing:**

- ☐ 2" x 4" ☐ @ 16" o.c.
- ☐ 2" x 6" ☐ @ 24" o.c.
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

**Wall Sheathing Thickness & Cladding Type:**

- ☐ 3/8" ☐ 7/16" ☐ \_\_\_\_\_
- ☐ Vinyl Siding ☐ Stucco ☐ \_\_\_\_\_

**Wall Anchor Size & Spacing:**

- ☐ 1/2" bolts @ ☐ 8' o.c. (maximum allowed)
- ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ (if differs from above)

**Overhead Doors:** (Note size for each) (W" x H")

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**Header Size:** **No. of Plies:** (for Overhead Door(s))

- ☐ 2" x 10" ☐ 2 ply ☐ LVL (eng-stamped)
- ☐ 2" x 12" ☐ 3 ply ☐ \_\_\_\_\_

**Windows:** (Note size for each) (W" x H")

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Note window header size and # of plies: \_\_\_\_\_

**Will the building be insulated?** (If yes, note type)

- ☐ No ☐ Yes ☐ \_\_\_\_\_
- ☐ Batt ☐ Foam Board ☐ Spray Foam

**Heating Source?** (If yes, note type) ☐ None

- ☐ Gas Furnace ☐ In-Floor Heat ☐ \_\_\_\_\_

**Will there be sleeping rooms in the building?**

- ☐ No ☐ Yes (note number of occupants) \_\_\_\_\_