



Building Permit Application Guide



Once a Development Permit is approved and the RM has confirmed that the construction project meets all municipal zoning requirements, applicants may proceed with a Building Permit Application.

APPLICATION REQUIREMENTS

The Building Permit Application requires the following information:

- Civic address and legal land description of building location.
- Owners name and contact information.
- Designer, contractors, and builders contact information if applicable.
- Use and size of building.
- Type of work i.e. new build, addition, alteration, renovation, repair, etc.
- Construction material information.
- Estimated construction value including materials, installed systems, labour, overhead and profit.

Building drawings must be submitted with the Building Permit Application and must meet the following requirements:

- Includes the owners name, project name and date.
- Be drawn to scale.
- Be blackline or blueline prints on good quality paper.
- Have legible letters and dimensions.
- Be marked with the architect's or engineer's stamp and signature (if professional design is required).
- Show the locations of existing and new construction for additions, alterations, and renovations.

The following drawings (depending on the type of construction) are required to be submitted with the building permit application:

- Site Plan (including building address, street names, site and building size, buildings location in relation to property lines, north arrow, property access, parking, and site



drainage).

- Foundation Plan (engineered drawings including foundation size, footings size and location, piles, foundation walls, door and window openings size and location, and drainage).
- Floor Plan (including size and location of interior and exterior walls, exits, fire separations, doors, stairs, windows, barrier-free entrances, barrier-free washrooms and other facilities, built in furnishings).
- Structural Plan (including size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors, and other structural details).
- Elevations (including views of all sides of the building, finished grade height, exterior finishing materials, size and location of doors, windows, and location of chimneys).
- Cross-sections (including 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 protection, and insulation).
- Mechanical Plan (including description and location of heating, ventilation, and air conditioning equipment, ductwork size and location, fire dampers location, plumbing fixtures and piping location, sprinkler system equipment size and location).
- Electrical Plan (including lighting type and location, electrical panels, fire alarm systems, exit light location, and emergency lighting).

APPLICATION PROCESS

1. Provide required plans and information to be reviewed by the building inspector by completing a "Plan Review Checklist" form and site plan to ensure the proposed construction project conforms to Saskatchewan Building Standards.
2. Complete the bottom portion of the "Residential – Permit Information" form and submit to the RM office. The RM will complete the top portion of the form and forward the application to the building inspector for review.
3. If the building permit is approved by the RM, on-site inspections will be required at different stages of construction i.e. foundation, anchoring, framing, occupancy, and completion.

REFERENCE

Prior to applying for a Building Permit, please review the following RM publications available from the municipal office or online at www.rmofmckillop220.com:

Official Community Plan – Bylaw No. 233/11
Zoning Bylaw – Bylaw No. 234/11
Zoning Bylaw Amendment – Bylaw No. 241/13
Zoning District Map
Building Bylaw – Bylaw No. 150/96
Resolution 420/2015

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