



DWELLING RELOCATION

In order to adequately and efficiently process a building and development permit application, the following information is required to be submitted electronically to the municipal office (some offices may accept paper submissions).

The applicant is required to check every box below to indicate that they fully understand what information is required for a complete application. Failure to check any boxes or sign below will result in the application being tabled until all information is received.

	REQUIRED DOCUMENTATION / DESCRIPTION	RESOURCES / WORKSHEETS / HELPFUL INFORMATION
R E Q U I R E D	<input type="checkbox"/> Permit Application: Ensure all contact info including email address is provided. Ensure to include Civic Address along with Lot, Block, and Plan, or Legal Land Location when not located in a subdivision.	Provided by municipal office, or CCASK online application where acceptable to the municipality.
	<input type="checkbox"/> Pre-Relocation Inspection & Report The dwelling is required to be inspected prior to approval of relocation into the municipality, and the report becomes part of the required permit application submittals. The report will typically identify any life safety, health, structural upgrades, and other items that require repair as part of the permit approval.	PRE-RELOCATION OWNER'S CHECKLIST
	<input type="checkbox"/> Site Plan (often included with full professional construction plans) <ul style="list-style-type: none"> • Lot dimensions and shape, • Size and location of proposed house, • All dimensions from proposed house to property lines (ok to 'guess' if distance is very large), • Distance to other buildings, • North direction arrow. • NOTE: It is very important that in addition to Zoning Setbacks, the designer/owner understands that where local Fire Department Response time cannot meet 10-minutes or less in 90% of their calls, there are more stringent requirements for the building face on the side yards built within 2m (8 feet) of the property line, such as no windows permitted, 5/8" drywall, and no combustible cladding. 	SAMPLE SITE PLAN See SPACIAL SEPARATION REQUIREMENTS for fire-protection requirements at side yards.
	<input type="checkbox"/> Spatial Separation Information This is related to where the building sits on the property / how close it is to property lines. The designer is to understand that notwithstanding Zoning setbacks, where the local Fire Department Response time cannot meet 10-minutes or less in 90% of their calls, there are more stringent requirements for the building face on the side yards built within 2m (8 feet) of the property line, such as no windows permitted, 5/8" drywall, and no combustible cladding.	BCB – SPATIAL SEPARATION – FDRT > 10 MIN. BCB – SPATION SEPARATION – FDRT < 10 MIN.
	<input type="checkbox"/> Complete Construction Plans A new foundation is required, and complete foundation construction plans and details are required to be submitted. Complete construction plans for any proposed additions or modifications are required to be submitted, including plans to replace windows (bedroom egress windows required), or required alterations to building faces due to spatial separation	SAMPLE FOUNDATION PLAN WS - DECKS

	<p>requirements where applicable.</p> <p>Plans for construction of new decks and entrance landings are required to be submitted; alternatively, decks can be constructed at a later date under a different building permit.</p>	
O T H E R	<input type="checkbox"/> Spray Foam Installation: Have spray foam installation contractor submit the CCA Worksheet or their own install data sheet. <i>*IMPORTANT: DO NOT USE 'FROTH PACK' or SIMILAR 'DIY' retail products as insulation, air-barrier, or vapour barrier. Owner installed spray foam products do not comply.</i>	WS – SPRAY FOAM TECH DATA SHEET

When is an Engineer Required?
 Professionally designed and sealed drawings, or drawings with professional engineer design review and sealed are required for the following conditions:

- When the municipality bylaw requires all house foundations are designed by professional (engineer or architect).
 Grade beam and pile foundation supporting living space.
 E.g. House with GB&P foundations, large additions with GB&P foundation, attached garage with living space over it, etc.
- Walk-out foundations.
- When set out, required, or recommended by a geo-technical investigation.
- Where substantial portions of foundation walls are laterally unsupported.
- Where preserved wood foundations have differential backfill heights greater than 600 mm.
- Foundations and structural components of below-grade entries.
- Retaining walls higher than 900mm where the wall impacts the house design or feature integrity.
 E.g., wall creates grade conditions to allow a walk-out foundation, or grade conditions around a building that would otherwise not have been achieved.

I understand that all information is required to be submitted before my permit application will be reviewed, and that this will delay review of my permit application, and that a fee may be charged for partial applications.

I understand that as the owner I am / the owner I represent is ultimately responsible for compliance with the Construction Codes Act and SK Building Regulations:

Owner / Applicant:
 (Owner's rep) _____

Date: _____

Additional Reference Material:

Spatial Separation Requirements; fire department response time meets 10-minutes or less in 90% of calls (applies to most cities, some larger towns with hybrid FD).

[BCB – PRO FDRT](#)

Spatial Separation Requirements; fire department response time DOES NOT meet 10-minutes or less in 90% of calls (applies to all RM’s, resort villages, hamlets, many towns, and even parts of some cities).

[BCB – VOLUNTEER FDRT](#)

Clarification of Modular Construction

[BCB – CLARIFICATION OF MODULAR CONSTRUCTION](#)

Spray Foam Data Sheet

[WS – SPRAY FOAM DATA SHEET](#)

Grade Beam and Pile Systems

[BCB – GRADE BEAM / PILE SYSTEMS](#)

Energy Code Compliance

[BCB – ENERGY CODE COMPLIANCE](#)

Preserved Wood Foundations

[BCB – PRESERVED WOOD FOUNDATIONS](#)

Building Anchorage Systems

[BCB – BUILDING ANCHORAGE SYSTEMS](#)

Deck Construction Information / FAQ

[BCB – DECK CONSTRUCTION INFO](#)

How to build a Built-up Wood Beam

[BCB – BUILT-UP WOOD BEAMS](#)

Secondary Suites

[BCB – SECONDARY SUITES](#)

Screw Piles

[BCB – SCREW PILES](#)

Below-Grade Entries

[BCB – BELOW GRADE ENTRIES](#)

Owner's Dwelling (or other residential use structure) Pre-relocation Checklist

This document is intended to provide owners who are considering purchasing pre-existing homes and relocate them to a new property with a list of potential upgrades, items that may require new construction, and information required for a building permit application. The list does not include any consideration for the actual physical relocation, trucking, or any transfer methods.

THE FOLLOWING LIST are UPGRADES AND REPAIRS THAT ARE REQUIRED TO BE ADDRESSED AS PART OF A BUILDING PERMIT APPLICATION TO RELOCATE THE EXISTING DWELLING:

1. Bedroom windows will need to be replaced if they do not provide an unobstructed opening (measured when the window is in the open position of the actual opening) of at least 0.35m² (3.77 ft²) and no dimension less than 380 mm (15 inches).
2. Hardwired and interconnected smoke alarms are required in each bedroom, in the hall or area serving the bedrooms, and on any floor level that doesn't have a bedroom including an unfinished basement.

A carbon monoxide detector is required either in each bedroom or within 5m of a bedroom door (a combination smoke and CO alarm device in the corridor could satisfy this requirement).
3. All single pane windows, and aluminum frame windows are to be replaced with new windows. Where required for bedroom egress, see Note 1 above.
4. All 'wood panelling' is to be replaced with an appropriate interior finish, unless it can be demonstrated with documentation or product stamps that the flame-spread rating is less than 150.
5. Any damaged structural items as a result of the relocation process, or observed once on site will be required to be repaired / replaced.
6. A WETT certification report prepared by a qualified WETT inspector is required for approval of any wood-burning stove, appliance, or fire place.
7. Wood frame windows / exterior wood trims nearing the end of their service life require re-finishing or replacement.
8. Any damaged exterior siding, cladding, or trims, or where these items are nearing the end of their service life will require repair or replacement.
9. Damaged roofing materials, or where roofing is beyond their service life or nearing the end of their service life will require repair or replacement.
10. Bathrooms and kitchens require mechanical exhaust to the exterior.
11. Where bathroom finishes are damaged beyond repair or where there is evidence of mold, mildew and other indoor air-quality concerns, proper remediation and replacement of finishes is required. Have qualified consultant provide appropriate mold remediation project scope.
12. Structural concerns are to be repaired where simple obvious repairs and typical construction materials are involved. Some structural concerns will require involving a structural engineer to determine appropriate repair / replacement scope.

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13. All houses require a proper ventilation system which includes fresh-air delivered to bedrooms and living space. This can be through a forced-air heating system with a make-up air intake. Where houses are heated through electric or hydronic heating radiant systems, fresh-air will need to be delivered mechanically through a stand-alone ventilation system, such as an HRV ducted directly to deliver fresh air to bedrooms and living space.

THE FOLLOWING ADDITIONAL INFORMATION AND DESIGN DETAILS AND DRAWINGS ARE REQUIRED AS PART OF A BUILDING PERMIT APPLICATION TO RELOCATE THE EXISTING DWELLING:

1. An approved development permit (zoning requirements) from the municipality.
2. A site plan showing intended location of the dwelling, as well as the location of all other existing or proposed buildings on the property.
3. Repair details for all required upgrades and repairs for the items listed above, and design and construction details for any changes to the floor plan or structural elements; some alterations to structural components will require a structural engineer's design and stamped plans.
4. Plans and construction details for the new foundation; in some cases, the foundation design requires an engineer's design (stamped plans).
5. Detailed designs and plans showing any structural changes (i.e. new window and door openings, new floor or roof structures, floor or roof repairs), and for any proposed additions and significant alterations. Structural changes may require an engineer's design / design review and stamped plans.
6. Plans and details for any new decks or access steps and landings.
7. Building elevation designs showing the analysis of the construction of the exposing building faces in relation to the distance to the property line;
 - I.e. If the building is closer than 8' to a property line, that exposing building face is not permitted to have any glazed openings (windows). Where the building sits beyond 8' to property lines, the amount is limited as per the NBC.
8. The owner is responsible for any other utility or regulatory approvals.