



## Application for a Building/Development Permit

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Town/Hamlet \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

### Complete if Different From Applicant:

Name of Registered Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town/Hamlet: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

### LAND INFORMATION (Legal Description of Property)

All/Part: \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range. \_\_\_\_\_, W3 Meridian

LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Name of Subdivision (if applicable): \_\_\_\_\_

Existing Use of Land: \_\_\_\_\_

### Surrounding Land Uses: (Are any of the following within 1 km)?

	Yes/No	If Yes, Distance
1. Intensive Livestock Operation	_____	_____
2. Landfill or Waste Disposal Site	_____	_____
3. Sewage Lagoon	_____	_____
4. Stream/Large Body of Water	_____	_____
5. Gravel Pit	_____	_____

### DEVELOPMENT INFORMATION:

Proposed Development: \_\_\_\_\_ New \_\_\_\_\_ Existing

\_\_\_\_\_ Residence \_\_\_\_\_ Attached Garage \_\_\_\_\_ Detached Garage \_\_\_\_\_ Basement Development

\_\_\_\_\_ Residential Addition \_\_\_\_\_ Renovation \_\_\_\_\_ Commercial Building \_\_\_\_\_ Industrial Building

\_\_\_\_\_ Moved Building \_\_\_\_\_ Other: (description) \_\_\_\_\_

Building Square Footage: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Number of Storey's: \_\_\_\_\_ Fire Escapes: \_\_\_\_\_

If Public Building complete the following: Width of Stairways: \_\_\_\_\_ Number: \_\_\_\_\_

Width of Exits: \_\_\_\_\_ Number: \_\_\_\_\_

Proposed Use of Land Intended for Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Timing of Development: Commencement: \_\_\_\_\_ Completion \_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_

### **LANDOWNER AUTHORIZATION**

I am the Applicant/Owner with the consent and authority of/as the Owner of the property referenced in the above permit application. I understand and agree that this application for a Development/Building Permit, and any Development/Building Permit issued pursuant to this application, or any information thereto, is not confidential information and may be released by the Municipality.

Further, I/we acknowledge that all buildings must comply with the Municipality's Building Bylaw and with the standards of the National Building Code of Canada and the Uniform Building and Accessibility Standards Act and Regulations.

I/we further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

I/we further consent to the requirement of obtaining an Occupancy Permit prior to tenancy of any dwelling.

\_\_\_\_\_  
Signature of Authorized Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner (if different)

\_\_\_\_\_  
Date

### **Enclosed:**

\_\_\_\_\_ SITE Plan

\_\_\_\_\_ Construction Drawings (2 sets)

\_\_\_\_\_ \$100.00 Application Fee

### **FOR OFFICE USE ONLY:**

Application Included:

\_ Foundation Plan

\_ Floor Plan

\_ Structural Plan

\_ Elevation

\_ Cross Section

\_ Mechanical Plans

\_ Electrical Plans

\_ Ventilation Worksheet

\_ Detached/ Attached Garage Worksheet

\_ Pre-move inspection Application

\_ Commitment to Remove Second Dwelling

\_ Other: \_\_\_\_\_

## Development and Building Permit Instructions

### General Regulations:

1. Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall require the submission of a Development/Building Permit and shall be accompanied by two sets of plans as well as all other supplementary information and fees required.
2. A **Building Permit** shall not be issued unless a Development Permit, where required, has also been issued.
3. All construction, demolition, or relocation of buildings within the R.M. of Aberdeen shall be governed by the Municipal Bylaw Respecting Building, Bylaw and R.M. of Aberdeen No 373 Zoning Bylaw. A development Permit cannot be issued in contravention of any of the provisions of this Bylaw subject to Sections 91 to 104 of *The Act*.
4. Farm Residence **WILL** require a **Development** Permit
5. Agricultural construction is limited to structures and or buildings directly associated with an agricultural operation as defined by the Municipal Zoning Bylaw and Official Community Plan. Single storey accessory buildings with a building floor area less than 10 m<sup>2</sup> do not require a permit.
6. Every application for a development and building permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
7. Landowner authorization, either by signature on the application or by letter is required for this application.
8. Application forms as well as any supplementary documents and worksheets can be obtained from the R.M. of Aberdeen Municipal Office or from the R.M. website at [www.rmofaberdeen.ca](http://www.rmofaberdeen.ca).
9. Development /Building Permit Levies shall be paid 100% prior to issuance of a Development Permit or Building Permit. In the event the development/building permit levy payments imposed under the development levy agreement, is not paid at the time or times specified, within the agreement and without limiting the remedies of the Municipality, the Municipality may issue a stop work order prohibiting further development on the Development Lands.
10. The applicant is responsible for contacting BuildTECH Consulting & Inspections Inc. to arrange all inspections required within the permit as well as providing confirmation that all issued identified throughout the process have been completed.
11. A Development Permit is required for the installation of all new Public Work lines, mains, cables, pipes, wires, tracks or similar public utility installations.
12. An Occupancy Permit **MUST** be obtained prior to occupancy of any dwelling.

13. During construction of any building the owner or agent shall be responsible to arrange for a minimum of 14 yard disposal bin to be located onsite for the disposal of construction materials.

**Supplementary Information:**

1. Applicants are required to provide a **Site Plan** drawn to scale with appropriate dimensions, showing the following information:
  - a. the North arrow, roads adjacent to the site, all property boundaries, identified frontage of site, site area, site elevations, and the location of any existing buildings, structures, utility poles and wires, underground utilities, easements, buildings encroachments, and type and location of existing trees.
  - b. the location and size of proposed buildings or structures, including **all** front, side and rear yard setback dimensions where relevant.
  - c. identification of all other structures on the property.
  - d. identification of any standing water on the property.
  - e. the location of any easements or utility right-of- ways.
  - f. the location and size of all entrance and exits to the site.
  - g. the method and location of on-site sewage disposal facilities and, where proposed, manure storage facilities.
2. Applications proposing residential, commercial or industrial construction shall include 2 sets of construction drawings. **All drawings should:**
  - a. Show the owner's name, project name and date.
  - b. Be drawn to scale and the scale should be noted.
  - c. Be black line or blue prints on good quality paper.
  - d. Include legible letters and dimensions.
  - e. Where required an architect's or engineer's stamp shall be included.
  - f. Clearly show the location of existing and new construction for additions, alterations and renovations.
  - g. Include a **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and location of openings for doors and windows and foundation drainage.
  - h. Include a **Floor Plan** including size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, barrier free entrances and washrooms and built-in furnishings.
  - i. Include a **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors and related structural details.
  - j. Include an **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
  - k. Include a **Cross Section Plan providing** cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapor protection and insulation.
  - l. Include **Mechanical Plans** providing a description and location of heating, ventilating and air-conditioning equipment, size and location of duct work, location of fire dampers, plumbing fixtures and piping and the size and location of sprinkler system equipment.

- m. Include **Electrical Plans** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting.
3. All applications for residential construction shall include the submission of a ventilation work sheet completed by the plumbing and heating contractor chosen to complete the work.
4. Proposals for residential accessory buildings following standard construction practices shall include the submission of a completed detached or attached garage worksheets and or completed Deck Checklist in place of the construction drawings required above.
5. All commercial and industrial construction shall require drawings to be stamped by an architect or engineer licensed to practice in Saskatchewan.
6. The Municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets Municipal Standards, National Building Code Standards and The Uniform Building and Accessibility Standards Act.

#### **Moved in or Demolished Buildings:**

The process for moving a building into the R.M. is as follows:

1. Contact the R.M. to confirm the property is eligible for a residential building permit.
2. Submit a completed application along with the required fee.
3. The R.M. will have the structure inspected before it is moved and issue a report indicating whether or not the structure is suitable to be moved into the R.M.
4. If the structure is suitable to be moved, a completed building permit application form shall be submitted along with 2 copies of construction plans for the foundation along with any additional construction proposed.
5. Upon review of the submitted plans, a development/building permit may be issued subject to addressing any remedial measures identified in the plan review.
6. After the permits have been issued for the movement of the structure as well as the construction of the foundation, the applicant is responsible for contacting MuniCode Services Ltd., the Municipality's appointed Building Official to arrange for all required inspections.
7. Pre-move inspections are required for the placement of new RTM structures or mobile homes. Relocated RTM's are subject to all of the requirements contained herein.
8. Notice is required to be provided to the Municipality prior to the **decommissioning or removal of a building** in the R.M. An application shall be submitted to the R.M. Municipal office along with any required fees including an explanation of the means by which it shall be decommissioned and disposed of as required by Municipal Building Bylaw 2007-06.

#### **Other Permit Information Required:**

1. If you propose to install or modify a sewage disposal or plumbing system, you must obtain a permit from Saskatoon District Health.
2. If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.
3. If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.

**Permit Validity and Cost:**

1. A permit issued in accordance with the notice of decision is valid for a period of (12) months from the date of issue. If Work is not commenced within that period, or if work is suspended for a period of six (6) months without prior written agreement of Council, the permit will expire.
2. Where a permit has expired the owner can make application to the authority to renew the permit application. Such renewal may be subject to a building permit renewal fee as required in subsection 5.5 of the Building Bylaw, or some alternate fee.
3. The following table outlines the costs associated with the provisions of this document:

(i) One-Unit dwellings and accessory buildings for one-unit dwellings:

Permit Fee per \$1,000 value of construction with minimum fees indicated:

**Residential** \$3.70 / \$1,000 Value of Construction plus \$140

Deck / Detached Garage Minimum Fee \$265

Basement Development / Small Addition to dwelling Minimum Fee \$290

Single Family Dwelling / Large Additions to dwelling Minimum Fee \$390

**Commercial / Industrial:** Fees per / \$1,000 Value of Construction

\$0 to \$5,000,000	\$3.70 / \$1000 with a minimum of \$300
\$5,000,001 to \$10,000,000	\$18,500 plus \$3/ \$1000 of the value over \$5,000,000
Over \$10,000,000	\$33,500 plus \$2/ \$1000 of v/c over \$10,000,000

(ii) Moved-in buildings: \$100.00, pre-move inspection fee in addition to the above-noted building permit fees.

(iii) Farm building **excluding farm residences** are exempt from the above noted fees. Please see Clause 5(5)(e)(i)(A) & (B) of the Municipal Building Bylaw to confirm relevance of this statement.

**Notes:**

1. The value of construction means the total costs to the owner for the building construction in its completed form and includes the market cost of design, all building work, supplies of new material required for construction, building systems, market cost of labour and profit of the contractor and subcontractors.
2. The cost of a building permit associated with a moved building includes the value of the structure to be moved, the cost of moving the structure as well as the construction value of the foundation and any new proposed construction.