



## PERMIT RMMK-24-001 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**



**FOR MUNICIPAL OFFICE USE ONLY:**

**RMMK-24-001**

- 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:

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

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



# FORM A - APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to:

- Construct
- Alter
- Reconstruct

Permit No.

RMMK-24-001

Alt No.

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 agree that it is my responsibility to ensure compliance with the Act, Regulations, NBC, NECB and the Building Bylaw and that I must call for inspections as required by the Plan Review issued by Professional Building Inspections. I agree to allow the building official onto my property at any reasonable hour to conduct inspections.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

## Residential Permit Information Form (PIF)

Municipal Office Use Only	
Municipality: _____	Date: _____
Development Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	PBI Number: RMMK-24-_____
Geotech Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permit Expiry Date: _____
Municipal Official: _____	Signature: _____

### Information Below To Be Completed By The Applicant

#### Contact & Email Consent

Building Owner: _____	Home Phone: _____
Mailing Address: _____	Cell Phone: _____
Email Address Owner: _____	
Contractor: _____	Business: _____
Contact Person: _____	Cell Phone: _____
Email Address Contractor: _____	
Signature: _____	Date: _____

\* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.

\* By signing above, I consent to email delivery to all named above of PBI reports and related documents pertaining to this building permit.

\* Please note that failure to receive an emailed report or related documents does not release the property owner (s) from their responsibility to comply in all regards with the building standards (Saskatchewan Construction Code Act, Municipal Building Bylaws, and National Building Code of Canada).

\* **Note that owners should always include themselves on this form.**

#### Jobsite Location

Civic Address: _____	
Legal Land Location: _____	
or:	
Description: _____	
Subdivision / Landmark: _____	

#### Project Details

* Please fill in Sections 1a) plus 1b), or just Section 2)	
1a) <b>Single Family Dwelling</b> (Select One Permit Type That Best Describes the Dwelling)	
<input type="checkbox"/> New Home	<input type="checkbox"/> RTM
<input type="checkbox"/> Post-Move	<input type="checkbox"/> Modular Home
<input type="checkbox"/> Duplex Unit	
1b) <b>Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:</b>	
<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Attached Garage (Insulated)	<input type="checkbox"/> Attached Garage (Not Insulated)
2) <b>Residential Building Project</b> (Separate Permit is Required for Each Project type)	
<input type="checkbox"/> Addition	<input type="checkbox"/> Attached Garage
<input type="checkbox"/> Deck	<input type="checkbox"/> Basement Development
<input type="checkbox"/> Renovation	<input type="checkbox"/> Roof Extension
<input type="checkbox"/> Sunroom	<input type="checkbox"/> Secondary Suite
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> Accessory Building w/Living	<input type="checkbox"/> Pole Building
<input type="checkbox"/> Boat House	<input type="checkbox"/> New Foundation
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Demolition

This document must be submitted to PBI **by the municipal office**



# Residential Plan Review Checklist

Box 517 Stn. Main  
White City, SK S4L5B1  
Ph: 306-536-1799  
Fax: 306-781-2112  
office@pro-inspections.ca

## Project Information

<b>Municipality:</b> _____	<b>Permit No:</b> RMMK-24 _____
<b>Job Site Address:</b> _____	<b>Project Type:</b> _____
<b>Owner's Name:</b> _____	<b>Cell Phone:</b> _____

## Residential Project Type

REQUIRED for a Plan Review	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)	Storage only - no living space & unheated
<p style="text-align: center;">Provide <b>designs and required documents in PDF format</b> as indicated by the unshaded boxes for the project (shaded box means not required).</p> <p style="text-align: center;">A plan review must be completed by PBI <u>before</u> a building permit is issued.</p> <p style="text-align: center; color: red;">E-mail plans and documents in PDF format to the <u>municipal office</u>.</p> <p style="text-align: center;"><i>Requirements may vary for unique or larger projects. Please consult with PBI.</i></p>														
<b>Site Plan</b> (e.g. 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> (e.g. 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>PBI Specifications sheet</b> (plus all information requested in the sheets)														
<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, etc.)

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<b>Signature:</b> _____	<b>Date:</b> _____
<p>* I declare that I am the owner of this property, and I will notify PBI of any email changes if applicable.</p> <p>* Please note that failure to receive an emailed report or related documents does not release the property owner (s) from their responsibility to comply in all regards with the building standards (Saskatchewan Construction Code Act, Municipal Building Bylaws, and National Building Code of Canada).</p>	

(Includes Detached Garage & Boat House)

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

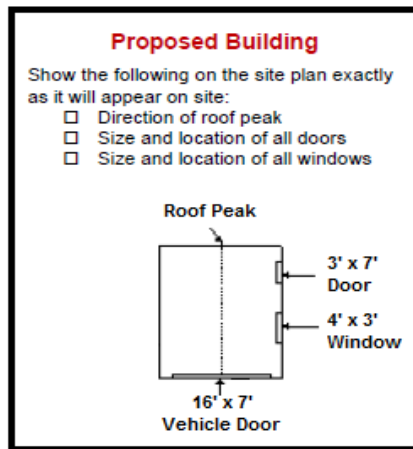
### Project Information

<b>Municipality:</b> _____	<b>Permit No:</b> RMMK-24- _____
<b>Job Site Address:</b> _____	<b>Project Type:</b> _____
<b>Building Owner:</b> _____	<b>Cell Phone:</b> _____

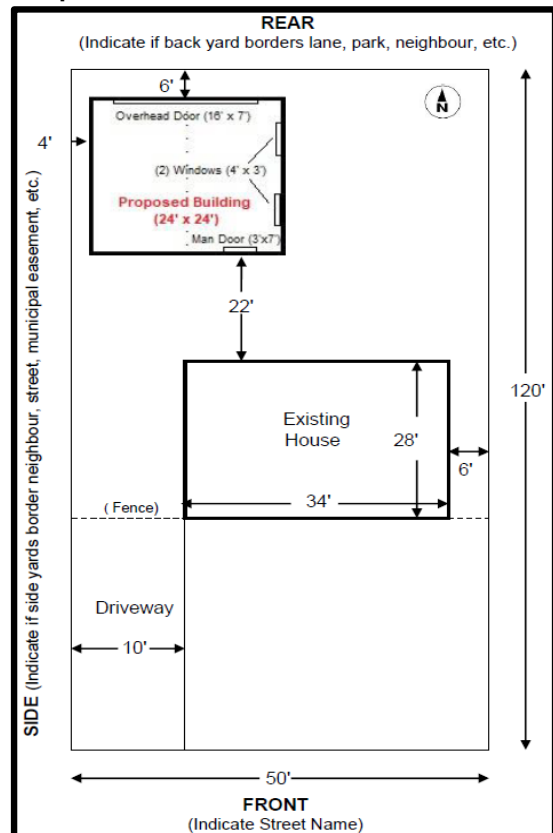
### 1) Provide a **SITE PLAN** sketch on a separate sheet and note the following:

- 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.



**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>): \_\_\_\_\_

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

Name of truss company: \_\_\_\_\_

Rafters (supply design if not using roof trusses)

**Roof Truss or Rafter Spacing:**

16" o.c.       24" o.c.       Other: \_\_\_\_\_

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

Pitch: \_\_\_\_\_

**Roof Sheathing Type & Thickness:**

OSB       Plywood       Other: \_\_\_\_\_

3/8"       7/16"       Other: \_\_\_\_\_

**Roofing Material / Shingles:**

Asphalt       Metal       Other: \_\_\_\_\_

**Roof Overhang Width:**

12"       24"       Other: \_\_\_\_\_

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**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 Foundation Type: \_\_\_\_\_

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**Number of Storeys:**

One       Loft       Two

Access to 2nd level:  Ladder       Staircase

**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**

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)

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**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-stamp)

2" x 12"       3 ply       \_\_\_\_\_

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

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

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

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

No       Yes       Spray Foam

Batt       Foam Board       \_\_\_\_\_

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

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

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

No       Yes (# of occupants): \_\_\_\_\_

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

No       Yes (2 piece)       Yes (3 piece)

