



## PERMIT RMMK-24-\_\_ APPLICATION FOR DEVELOPMENT PERMIT

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

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_ PC \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

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

Civic \_\_\_\_\_

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) Proposed Date of Commencement: \_\_\_\_\_
- b) Proposed Date of Completion: \_\_\_\_\_

**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-24-\_\_**

- 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**

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



# FORM A - APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to:

- Construct
- Alter
- Reconstruct

Permit No. RMMK-24-

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

## Commercial 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: _____	
Designer: _____	Business: _____
Contact Person: _____	Cell Phone: _____
Email Address Designer: _____	
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)	
1.a) Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:	
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition
<input type="checkbox"/> Renovation	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> Tenant Improvement	
1.b) Select Below the type of Building this Permit is for:	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Institutional	
2) Value of Construction (Total cost to owner for the work in its completed form. Includes cost of design, all building work, materials of construction, building systems, labour, overhead, and profit of the contractor and subcontractors)	
Value of Construction: _____	

This document must be submitted to PBI by the municipal office

## Commercial - Plan Review Checklist

### Building Permit Applications for:

**Commercial • Industrial • Institutional • Multi-Unit or Large Residential**

**NBC 2015** - National Building Code of Canada / **NECB 2017** - National Energy Code of Canada for Buildings

**NBC Part 9:** (Group C, D, E, F2, F3 buildings up to 600 m<sup>2</sup> in horizontal area and 3 storeys or less in building height)

**NBC Part 3:** (Group C, D, E, F2, F3 buildings over 600 m<sup>2</sup> or more than 3 storeys, as well as all Group A, B, F1 occupancies)

**Sealed designs by an Architect or Engineer licensed to practice in Saskatchewan** are required for:

- NBC 3.2.2. classified** buildings and their systems (including Architectural, Structural, Mechanical, and Electrical).
- NBC Part 4** structural designs for:
  - post frame (i.e. pole buildings), beam and plank, plank frame wall, and log construction (NBC A-9.23.1.1.)
  - tall wall construction (if exceeds the prescriptive requirements of NBC Table 9.23.10.1.)
  - foundations (i.e. concrete with rebar, PWF, piles & grade beams, screw piles, bldgs more than 1 storey, etc.)
  - roof truss designs (NBC 4.1. for snow, wind and earthquake loads)
  - floor truss designs and LVL designs for supporting loads.
- NECB** for all:
  - Part 3 buildings
  - Group F2 occupancies
  - Group D, E, F3 occupancies over 300 m<sup>2</sup> in area
  - By choice

### Information Required for the Plan Review (NBC Part 9 and Part 3 Buildings):

- Building Code Analysis Form** or Building Code Analysis Summary within the body of the designs.
  - Sufficient information for the project is required for:
    - intended use (occupancy classification(s),
    - spatial separation and limiting distance details for proposed building or addition to the property lines (and from the proposed building or addition to any nearby buildings on the same property),
    - occupant loads,
    - egress and exiting details,
    - fire resistance ratings between assemblies,
    - fire and life safety requirements,
    - sound transmission ratings, etc.
- Site Plan** (for **proposed building, addition or alteration**). Please note:
  - property (lot) shape and dimensions,
  - North direction,
  - project dimensions and correct placement on the lot (also show existing building details for additions),
  - street locations and names,
  - distance to the property lines on all sides of the proposed project,
  - adjacent property details (what borders each property line (i.e. road, easement, neighbour, park, etc.),
  - distance to other buildings on the same property, indicating:
    - location and dimensions (length, width, height, and number of storeys) of each existing building,
    - construction type of each existing building (i.e. combustible or noncombustible.), and
    - current use of each existing building on site (i.e. occupancy classification),
  - access routes for firefighting vehicles, and
  - fire hydrant location, noting its distance to the proposed building.
- Energy Code Forms** (for heated **buildings, additions and major alterations** for correct climate zone).
  - Required form(s) based on compliance option and Code edition used: **NBC 9.36**. (1 form) / **NECB** (3 forms).
  - Calculations or modelling report prepared by a competent person (NBC 9.36 only) or professional designer (NECB) must be submitted with the required forms.
  - Visit [www.pro-inspections.ca/energy-codes](http://www.pro-inspections.ca/energy-codes) for required forms and details.

- Foundation Designs (Sealed):**
  - Site-specific structural foundation designs that are stamped and dated by a professional engineer licensed to practice in Saskatchewan. The designs should reference the Code edition use, as well as the:
    - project address or land location,
    - type and condition of the soil or rock, as well as groundwater conditions, and
    - Geotechnical Investigation report prepared by a qualified professional designer if required by municipal zoning or recommended by the structural engineer.
  
- Architectural Drawings:**
  - Drawings must include sufficient project details**, such as:
    - floor plans for each storey,
    - exterior elevations,
    - cross sections,
    - exit locations,
    - window and door details (types, sizes and locations),
    - stair configurations,
    - barrier-free accessibility provisions,
    - mezzanine details (if applicable),
    - dimensions, location and size of all structural members in sufficient detail to enable the design to be examined,
    - firewall and/or fire separation details between assemblies, storeys, shafts and special rooms, including the location and rating of closures in fire separations,
    - provisions for fire fighting (firefighting vehicles, fire dept connections, fire suppression, water supply, etc.)
    - supplier specifications for pre-eng buildings (i.e. anchoring details, flame-spread ratings, live load details, etc.)
  - Drawings must also indicate** the:
    - project address and owner's name.
    - name and address of the person responsible for the design,
    - edition of the NBC and standards to which the design conforms,
    - sufficient detail to enable the dead loads to be determined,
    - all effects and loads, other than dead loads, used for the design of structural members and exterior cladding.
  
- Other:**
  - Heating, Ventilation and Air Conditioning (HVAC) designs in compliance with NBC Part 6.
  - Portable fire extinguisher types, sizes and locations (required).
  - CO/NO2 ventilation system details (for storage and repair garages).
  - Residential Mechanical Ventilation Design Summary (CSA F326) for dwellings
  - Emergency lighting locations.
  - Exit sign locations (if required).
  - Fire detection, suppression and alarm system details (if applicable).
  - Hydraulic calculations for sprinkler system design (if applicable).
  - Location of fire dampers, fire blocks, and/or fire stops (if applicable).

### **NBC Part 3 Buildings Must Also Submit:**

- Architectural Designs (Sealed):**
  - Architectural drawings that are stamped and dated by a professional designer licensed to practice in Saskatchewan and contains a proper building code analysis summary and energy code provisions.
  
- Structural Designs (Sealed):**
  - Structural drawings in conformance with NBC Part 4 that are stamped and dated by a professional engineer licensed to practice in Saskatchewan.
  
- Mechanical Designs (Sealed):**
  - Mechanical drawings in conformance with NBC Part 6 that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including fire suppression and compliant energy code provisions.
  
- Electrical Designs (Sealed):**
  - Electrical drawings in conformance with provincial regulations that are stamped and dated by a professional designer licensed to practice in Saskatchewan, including details for emergency lighting, exit signs and fire alarm system (if required), as well as compliant energy code provisions for lighting.