

Permit Number: \_\_\_\_\_

## DEVELOPMENT/BUILDING PERMIT APPLICATION

For Construction Projects (Pursuant to the Parks Act)

**Class of Work:**

New

Addition

Repair

Removal

Demolition

### Legal Description:

Property No. \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Park \_\_\_\_\_

### Cottage Lessee Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email: \_\_\_\_\_

### Designer Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

### Building Contractor Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

### Request for Building Permit

I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all provincial laws regulating building and occupancy as well as all conditions contained within this two (2) page application.

I hereby understand that the issuing of a Development/ Building Permit does not relieve me, the lessee, from complying with all provincial building standards though not called for in the specifications or shown on the plans and/or applications submitted.

I, the lessee, understand that I am responsible for compliance with the latest editions and revisions of all applicable building codes and regulations.

This page becomes your building permit when signed by the Building Official & applicable fees have been paid at the Park Office. Permit is valid for two years from date of issue.

\_\_\_\_\_  
Lessee (Printed)

\_\_\_\_\_  
Lessee (Signed)

\_\_\_\_\_  
Date

**Proposed Development (e.g. new cottage; garage):** \_\_\_\_\_

Check here if this structure will be used for a guest house/sleep shed which contains sleeping quarters

### FOR OFFICE USE ONLY

\_\_\_\_\_  
Park Official (Signed)

\_\_\_\_\_  
Building Official (Signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Estimated Value of Project: \$ \_\_\_\_\_  
Project Valuation Determination:  
**To be completed by the Building Official**

Building Permit Fee: \$ \_\_\_\_\_  
Permit Fee Determination:  
**\$6.00 / \$1,000.00 of development: (\$100.00 minimum fee)**

Revised 03/23

## DEVELOPMENT/BUILDING PERMIT APPLICATION

**DESIGN DRAWINGS:** Lessee must submit with application one set of detailed, scaled drawings and specifications comprised of the following (**electronic files are preferred – .pdf format**):

- 1) **Plot Plan** – indicating location of utilities, septic tank(s), accessory buildings, lot and building dimensions and distance to all property lines. Septic tank specifications, i.e. material, capacity, etc.
- 2) **Foundation Plan** – showing footing and foundation details including material specifications, dimensions reinforcing requirements, depth of excavation and general soil type (refer to Section 9.12 and 9.15 of the latest edition and revisions of the National Building Code of Canada (NBC))
- 3) **Floor Plan (s)** – indicating room dimensions, window and door opening sizes, corridors, etc. Mechanical, electrical and plumbing system including wood burning appliances.
- 4) **Cross Section** – drawn through exterior walls from top of roof to underside of footings showing construction and specifications of floor, wall, and roof construction.
- 5) **Exterior Elevations** – indicating finished grade level, drainage patterns, exterior elevations from lowest finished grade to peak of roof, roof penetrations, chimneys, roof vents, etc.

### REAL PROPERTY REPORT (RPR):

As per section 45(7) of the Parks Regulations, 1991, a RPR prepared by a registered Saskatchewan Land Surveyor is required when construction is nearly complete. The report must be submitted prior to final inspection. The RPR must include all new improvements including decks, landings or steps. As well, it must show all pre-existing structures like garages or storage buildings. Further it is strongly recommended to acquire a Lot Survey prior to construction to determine and confirm exact lot pin locations.

### ADDITIONAL INFORMATION REQUIRED FOR DEVELOPMENT/BUILDING PERMIT APPROVAL AT THE DISCRETION AND REQUEST OF THE DESIGNATED LICENSED BUILDING OFFICIAL:

- Any building or building systems within the scope of Part 3 or 4 of the National Building Code of Canada (NBC) shall bear the authorized professional seal and signature of an engineer architect registered in the province of Saskatchewan. Examples of these buildings and their systems are, but not limited to:
  - Concrete grade beam and pile foundations;
  - All pre-engineered structural products (roof trusses, I-joists, structural composite beams and columns etc.); and Walk out style basements.
- Preserved wood foundations shall be designed by a professional engineer in conformance with Part 4 of the NBC. However, if the foundation is designed in accordance with CAN/CSA-S406-M92 the foundation does not require an engineer's approval.
- Ventilation Design Sheet: dwelling units designed for heating season (winter) occupancy must be equipped with a ventilation system meeting the requirements of Section 9.32.3 of the latest edition and revisions of the NBC, or CAN/CSA-F326. To ensure compliance with these standards, the lessee will be required to submit a "Ventilation Design Sheet" completed by the mechanical contractor.
- Copy of Plumbing Permit (available from the Local Saskatchewan Health Authority)
- Copy of Fireplace manufactures installation instructions.

### CONDITIONS:

1. Development Permit Approval is subject to compliance with the latest requirements as set out in the Provincial Park Cottage Subdivision Development Directives.
2. Building Permit Approval is subject to meeting the terms and conditions listed on the Plan Review Report received from the designated licensed Building Official.
3. Building Permit does not become valid until endorsed by the designated licensed Building Official and all applicable fees have been received.
4. Throughout the inspection stages, it is important the lessee prominently display the Building Permit. After the structure has been enclosed, the Building Permit shall be displayed in a window facing the street.
5. The lessee is ultimately responsible for complying with the latest editions and revisions of **The Construction Codes Act and Regulations**, the **National Building Code of Canada** and all other provincial and federal regulations that may apply to the work.
6. Any significant changes in the building whether before, after or during construction require a new permit application and approval.
7. The lessee shall obtain all other permits and approvals required for the proposed project including plumbing, gas, electrical.
8. The lessee is responsible for coordinating all building inspections with the designated Building Official in accordance with the returned plan review and inspection schedule. If additional or non-scheduled inspection(s) are requested by the lessee other than the mandatory inspections as indicated within the permit documents; associated costs shall be the responsibility of the lessee.
9. The use of a street, sidewalk or lane during construction requires additional authorization; the cost of repairs to any damage caused by the development shall be the responsibility of the lessee (permittee).
10. Work shall commence within six (6) months and be completed within two (2) years from date of issue or Building Permit will be cancelled. Demolitions must be completed within one (1) year from date of issue.
11. Should you require additional time to complete this project, you may apply for a Development permit extension prior to the expiration of the existing permit; applicable fees will also be applied.
12. Park facilities may not be used for disposal of any building material (debris), please make alternate arrangements for off-site removal.
13. Without limiting the lessee's responsibilities pursuant to condition #5, the lessee is responsible to construct a cottage/structure in a proper manner and location, including with respect to the risks of flooding; Parks is not assuming any liability in this regard by issuing the permit or by recommending compliance with the safe building elevations (SBE) as established by Saskatchewan Water Security Agency (WSA).

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