



## PERMIT RMMK-24-\_\_ 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-\_\_**

- 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-

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:  Yes  No PBI Number: RMMK-24- \_\_\_\_\_

Geotech Required:  Yes  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: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plane No \_\_\_\_\_

or: Quarter Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_

Description: \_\_\_\_\_

Subdivision / Landmark: \_\_\_\_\_

#### Project Details

**\* Please fill in Sections 1a) plus 1b), or just Section 2)**

1a) **Single Family Dwelling** (Select One Permit Type That Best Describes the Dwelling)

New Home       RTM       Post-Move       Modular Home       Duplex Unit

1b) **Select Below ALL that Pertain to this Permit AND are included with the plans submitted to PBI for Review:**

Basement Development       Deck       Attached Garage (Insulated)       Attached Garage (Not Insulated)

2) **Residential Building Project** (Separate Permit is Required for Each Project type)

Addition       Attached Garage       Deck       Basement Development

Renovation       Roof Extension       Sunroom       Secondary Suite

Detached Garage       Accessory Building       Accessory Building w/Living       Pole Building

Boat House       New Foundation       Retaining Wall       Demolition

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

# Residential Plan Review Checklist

## 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>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>A plan review must be completed by PBI <u>before</u> a building permit is issued.</p> <p style="color: red;">E-mail plans and documents in PDF format to the <u>municipal office</u>.</p> <p><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> ( <i>plus all information requested in the sheets</i> )														
<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.)

<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>	

# Deck - PBI Specifications

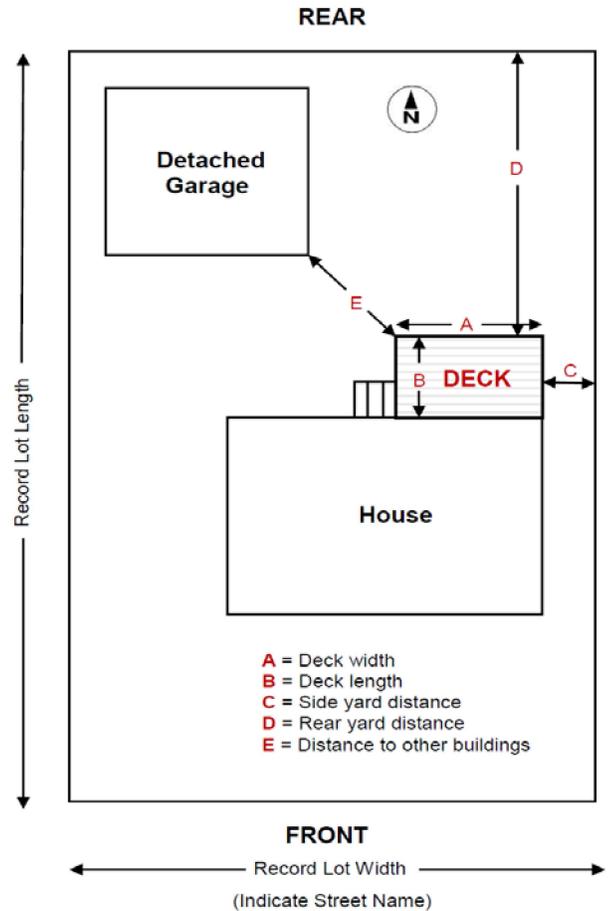
Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
 Owner: (Cell) (306) \_\_\_\_\_ (H) (306) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

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

- Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- Indicate the **North** direction.
- Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- Label the **street/road name** in the front yard.
- Note what **borders the property** on each side (lane, neighbour, street, park, etc.)
- Draw the **house** on the lot (to scale)
- Draw the **size, shape & location of deck** on the lot (to scale), **including stairs**.
- Note the **deck dimensions** (ft or m) - (A) Width (rear facing) / (B) Length (side facing)
- Note the **distance** of the deck to the side (C) and rear (D) **property lines** (ft or m)
- Draw any **other buildings** on the same lot (e.g. detached garage, shed, etc.)
- Note the closest **distance** of the deck **to other buildings** (E) on the same property.
- Show the **direction of decking material** (horizontal, diagonal, etc.)

My Site Plan

Site Plan Example

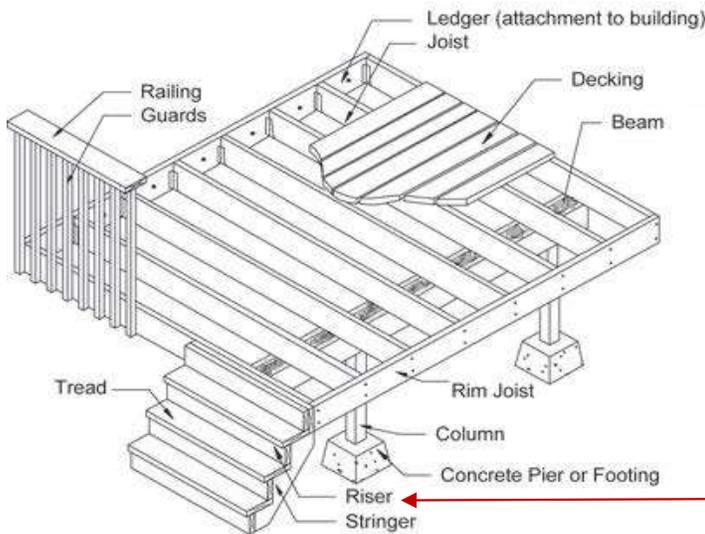


**Please call PBI at (306) 536-1799 if you have any questions.**

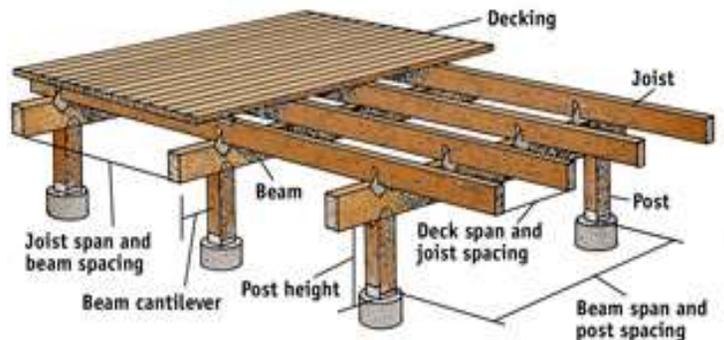
**(2) Provide a SKETCH of the deck plan on a separate sheet, indicating:**

- Dimensions of deck (**length, width, and height** above ground)
- Label **ledger** board location
- Direction of **joists** (note joist size, spacing and span)
- Size of **joist cantilever** (length of joist overhang past beam)
- Location of **columns** (note column size and spacing)
- Foundation** type supporting columns (note type, size, and depth)
- Direction of **beams** (note beam size and number of plies)
- Location and width of **stairs** (minimum stair width must be 36")
- Number of stair **risers** and riser height (rise must be between 5" to 7-7/8" high and be of uniform size for all steps)
- Width ("run") of stair **treads** (tread must be between 10" - 14" wide and be of uniform size for all steps)
- Height of **guards** (minimum guard height is 36" with no openings larger than 4". Guards may be required on both sides of stairs.)
- Direction of **decking** (note decking type and thickness)

**Summary of Terms:**

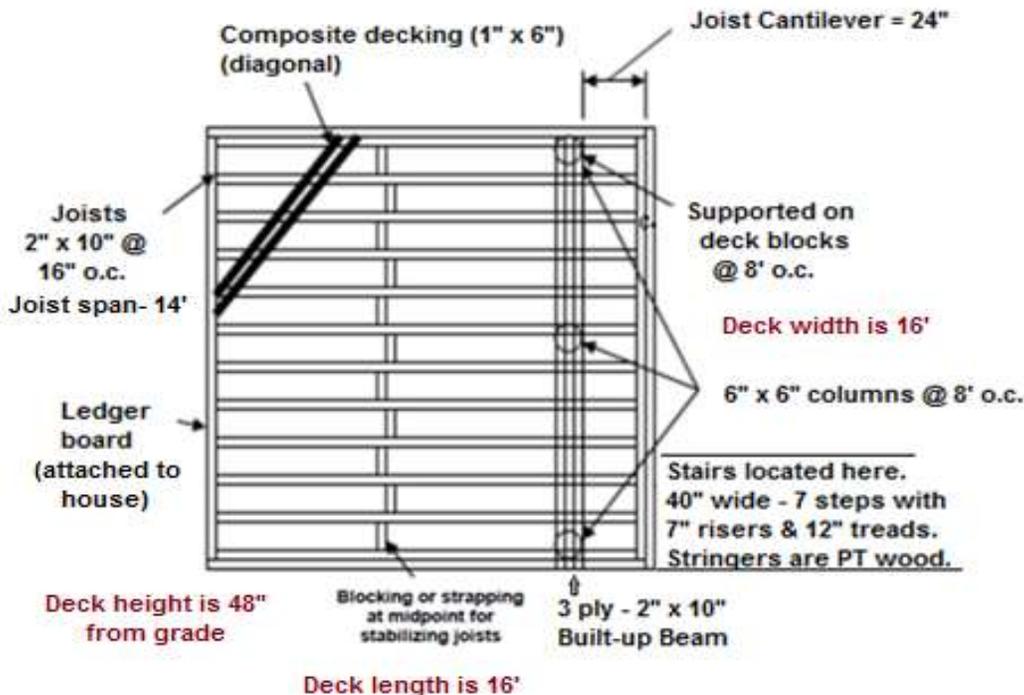


**How to Measure Distances:**



\* **Note:** Wall and/or guards are required on both sides of the stairs if there are 4 or more risers.

**Below is an example of how to draw and label your deck plan.  Include all information requested above. \*\*\* Also complete the checklist on page 3 and submit with your deck plan.**



Owner Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Owner: (Cell) (306) \_\_\_\_\_ (H) (306) \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

**(3) Complete ALL information below and submit with your deck plan:**

**Support:**

- Attached to dwelling or other building (ledger board)
- Detached

**Walking Surface Height Above Grade/Ground:**

- 24" or less (No guards or stair handrails required)
- 24.1" - 72" (36" high guards and stair handrails required)
- Over 72" (42" high guards, stair handrails and piles required)
- Over 13'-9"

**Clearance from Deck to Overhead Wires:**

\_\_\_\_\_ feet (from walking surface to wires)

**Joist Size:**

**Joist Spacing:**

- 2" x 6"       @ 12" o.c.
- 2" x 8"       @ 16" o.c.
- 2" x 10"      @ 24" o.c.
- 2" x 12"

**Joist Span: (Beam Spacing)**

(Distance between beams or house to beam)

- Up to 8 ft.       14' - 16'
- 8' - 10'         16' - 18'
- 10' - 12'        18' - 20'
- 12' - 14'        Over 20 ft - see Span Table

Deck Joist - Sizing Table			
Joist Span	@ 12" oc	@ 16" oc	@ 24" oc
Up to 8'	2"x 6"	2"x 6"	2"x 6"
8' - 10'	2"x 6"	2"x 6"	2"x 8"
10' - 12'	2"x 8"	2"x 8"	2"x 8"
12' - 14'	2"x 8"	2"x 10"	2"x 10"
14' - 16'	2"x 10"	2"x 10"	2"x 12"
16' - 18'	2"x 12"	2"x 12"	
18' - 20'	2"x 12"		
Over 20' see span table			

**Joist Cantilever: (joist overhang distance past beam)**

\_\_\_\_\_ inches

**Column (Post) Size:**

- 2" x 6"       2 ply
- 2" x 8"       3 ply
- 2" x 10"      4 ply
- 2" x 12"      5 ply
- 4" x 4"       6" x 6"
- Steel telepost
- Other: \_\_\_\_\_

**Column (Post) Height:**

- Less than 24"
- 24" - 48"
- 48" - 72"
- Over 72" (requires piles for foundation support)

**Foundation Support: (NBC 9.12.2.2. & 9.23.6.2.)**

- Deck blocks / pier blocks
- Concrete pad: Length: \_\_\_\_\_ x Width: \_\_\_\_\_  
Concrete pad: Thickness: \_\_\_\_\_
- Concrete piles: Diameter: \_\_\_\_\_ Depth: \_\_\_\_\_
- Screw piles: Helical Size: \_\_\_\_\_ Depth: \_\_\_\_\_
- Other: \_\_\_\_\_
- Adjustment provided to relevel deck. Indicate how: \_\_\_\_\_

**Beam Size:**

**No. of Plies**

- 2" x 6"       2 ply
- 2" x 8"       3 ply
- 2" x 10"      4 ply
- 2" x 12"      5 ply
- Other: \_\_\_\_\_

**Beam Span: (Column Spacing)**

(Distance between columns supporting beams)

- Less than 6'     10' - 11'
- 6' - 8' span     11' - 12'
- 8' - 9'          12' - 13'
- 9' - 10'         13' - 14'
- Other: \_\_\_\_\_

**Beam Cantilever: (beam overhang distance past column)**

\_\_\_\_\_ inches

**Decking Material Type:**

- Wooden Deck Boards (Treated or Cedar)
- Composite
- Vinyl
- Other: \_\_\_\_\_

**Stair Stringers Made of:**

- Pressure Treated Lumber
- Metal
- Other: \_\_\_\_\_

**Number of Stair Risers:**

- 0 - 3                       4 - 9                       10 or more

**Building Roof Over Deck?**

- No
- Yes-Trusses (Engineer foundation & roof truss designs req'd.)
- Yes-Rafters (Engineer foundation designs are required.)

**Deck Enclosure? (If yes, indicate if insulated or not)**

- No
- Yes - Wood frame enclosure
- Yes - Manufactured sunroom enclosure
- Insulated       Not insulated