



# DEVELOPMENT PERMIT/BUILDING PERMIT APPLICATION

THIS IS NOT A BUILDING PERMIT

Form "A"

<b>CLASS OF WORK</b>	<input type="checkbox"/> New	<input type="checkbox"/> Alterations	<input type="checkbox"/> Addition	<input type="checkbox"/> Relocation	Permit Application # _____
	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Removal	<input type="checkbox"/> Development	

<b>PROJECT INFORMATION</b>	Building Address (Including Unit #)	Legal Description	Value of Construction Excluding Land Value
		Lot ____ Blk/Par ____ Plan _____	\$ _____
	Proposed Use:	Estimated Development Dates	
	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	Start:	Completion:
Other information:			

Please list all existing structures on the site ie. Houses, garages, sheds, decks or other structures

<b>APPLICANT</b>	Applicant Name:	Company Name:
	Mailing Address:	
	Town/City	Province      Postal Code
Contact Number(s):	Email Address:	
Home:	Cell:	

<b>OWNER</b>	Owner Name or Same as Applicant <input type="checkbox"/> Yes	Company Name:
	Mailing Address:	
	Town/City	Province      Postal Code
Contact Number(s):	Email Address:	
Home:	Cell:	

<b>CONTRACTOR</b>	Contractor Name or Same as Applicant <input type="checkbox"/> Yes	Company Name:
	Mailing Address:	
	Town/City	Province      Postal Code
Contact Number(s):	Email Address:	
Home:	Cell:	

Application will not be processed if site plan and two sets of drawings are not attached Site plan attached <input type="checkbox"/> Yes <input type="checkbox"/> No      Drawings attached <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Office Use Only</b> Percent of Land Occupied: _____ Fee for Building Permit: _____ Fee for Development Permit: _____ Total Amount Owning: \$ _____ Roll # _____
Return form to: Town of Rosthern - Box 416, Rosthern, SK S0K 3R0 OR townoffice@rosthern.com	

I hereby agree to comply with the Building & Zoning Bylaws of the Town of Rosthern and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts & regulations regardless of any plan review or inspections that may or may not be carried out by the Town of Rosthern or its authorized representative. I agree to do all construction work solely in accordance & compliance with the information plans provided by me in this application, & will obtain all other work permits required in conjunction with my development. I hereby declare that the above information is true and correct.

\_\_\_\_\_  
 Applicant Signature  
 \_\_\_\_\_  
 Date

WAGNER INSPECTION SERVICES  
P.O. Box 35  
HAGUE, Saskatchewan  
S0K 1X0  
(306) 225-2265

Commercial Building Permit  
BUILDING CODE ANALYSIS SHEET

Required for New Buildings, Additions and  
Change of Occupancy Permit Applications

**Building Information**

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

Building Area: Existing \_\_\_\_\_ m<sup>2</sup> + New \_\_\_\_\_ m<sup>2</sup> = Total \_\_\_\_\_ m<sup>2</sup>

Stores Above Grade: \_\_\_\_\_ Stores Below Grade: \_\_\_\_\_

Number of Streets (as defined by 3.2.2.10): \_\_\_\_\_

Use(s) of the Building (i.e. restaurant, warehouse, apartment, etc.): \_\_\_\_\_

Major Occupancy Classification(s) (circle all that apply): A1 A2 A3 A4 B1 B2 C D E F1 F2 F3

Building Code Classification(s) under 3.2.2 of the NBC: \_\_\_\_\_

**Allowable Unprotected Openings:**

North Wall (%) \_\_\_\_\_ South Wall (%) \_\_\_\_\_ East Wall (%) \_\_\_\_\_ West Wall (%) \_\_\_\_\_

Required Exterior Wall Fire Resistance Ratings:

North Wall (hrs) \_\_\_\_\_ South Wall (hrs) \_\_\_\_\_ East Wall (hrs) \_\_\_\_\_ West Wall (hrs) \_\_\_\_\_

Limiting Distances: \_\_\_\_\_

Occupant Load: \_\_\_\_\_

Water Closets Required: Male \_\_\_\_\_ Female \_\_\_\_\_ Water Closets Provided: Male \_\_\_\_\_ Female \_\_\_\_\_

Number of Exits Required: \_\_\_\_\_ Floor Area(s) \_\_\_\_\_ Mezzanine(s) \_\_\_\_\_

Public Corridor Separations (Check one):

Fire Separation Required  Yes  No Fire Resistance Rating Required  N/A  1/2 Hour  1 Hour

**Provide Required Fire Resistance Ratings (In Hours):**

Floors \_\_\_\_\_ Mezzanine \_\_\_\_\_ Roof \_\_\_\_\_

Bearing Assemblies \_\_\_\_\_ Fire Walls \_\_\_\_\_ Exit Stairways \_\_\_\_\_

Service Shafts \_\_\_\_\_ Furnace Rooms \_\_\_\_\_ Storage Rooms \_\_\_\_\_

Storage Garages \_\_\_\_\_ Repair Garages \_\_\_\_\_ Occupancy Separations \_\_\_\_\_

Suite Separations \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**Other Information (Check Yes or No for each question):**

Exit Signs Required?  Yes  No Emergency Lighting Required?  Yes  No

Standpipe & Hose System Required?  Yes  No Smoke Alarms Required?  Yes  No

Fire Alarm System Required?  Yes  No Barrier Free Access Required?  Yes  No

Sprinkler System Required?  Yes  No Fire Dampers Required?  Yes  No

Attic Fire Stops Required?  Yes  No Piping Fire Stops Required?  Yes  No

**Professional Designer Information**

Name of qualified professional designer who has completed this form: \_\_\_\_\_

WAGNER INSPECTION SERVICES  
P.O. Box 35  
HAGUE, Saskatchewan  
S0K 1X0  
(306) 225-2265

Commercial Building Permit  
**BUILDING CODE ANALYSIS DEFINITIONS**  
Per the  
**UNIFORM BUILDING AND ACCESSIBILITY STANDARDS  
ACT (UBASA) AND NATIONAL BUILDING CODE (NBC)**

**Building Code Analysis** - A Building Code Analysis (see reverse side) is required with building permit applications. In addition, a more comprehensive analysis should be provided on the drawing title sheet or fixed to the drawings. Appropriate 1995 National Building Code (NBC) and Uniform Building and Accessibility Standards Act (UBASA) references are required. The Articles quoted below are all from the 1995 National Building Code (NBC).

**Building Area:** The greatest horizontal area of a building above grade within the outside surface of exterior walls. Area is that of the "footprint" only and not the sum of the areas of all storeys.

**Storeys Above Grade:** Number of storeys including the first storey. The first storey is defined in the NBC as *the uppermost storey having its floor level not more than 2 m above grade.*

**Number of Streets:** See Article 3.2.2.10 for an explanation of what a street is and how to determine the number of streets the building faces.

**Major Occupancy Classification:** See Article 3.1.2.1. for determination of classifications.

**Building Code Classification:** For Part 3 buildings, this is determined using the Building Area, Number of Storeys, Number of Streets and Occupancy of the building. This classification will fall into one of Articles 3.2.2.20, to 3.2.2.83. This classification is very important as it will be used to determine many of the items listed in the Building Code Analysis sheet.

**% of Allowable Unprotected Openings:** See Article 3.2.3.1, or 9.10.14.1. for an explanation of how to determine the area of allowable unprotected openings in each exterior building face. Please note that this is allowable amount and not the actual amount.

**Required Fire Resistance Ratings of Exterior Walls:** This is determined from Article 3.2.3.7, or 9.10.14.11.

**Occupant Load:** See Article 3.1.16.1, to determine the occupant load of the building or floor area.

**Water Closets:** Article 3.7.4.2, describes how to determine the number of water closets required for a specific type of occupancy.

**Number of Exits Required:** Subsections 3.4.2, and 3.4.3., or 9.9.8.2, describe how to determine the number of exits required based on area, travel distance and occupant load.

**Public Corridor Separations:** Article 3.3.1.4, or 9.10.9.15, provides the requirements for public corridor fire separations and fire resistance ratings.

**Required Fire Resistance Ratings:** The required fire resistance ratings of floors, mezzanines, roofs and bearing assemblies are determined from the building code classification under Article 3.2.2.XX, or 9.10.8. Firewalls from 3.1.10, or 9.10.11. Exit stairways from 3.4.4.1, or 9.9.4.2. Service shafts from 3.6.3. Furnace rooms from 3.6.2, or 9.10.10.3. Storage rooms from 3.3.4.3, or 9.10.10.6. Storage Garages from 3.3.5.6, or 9.10.9.16. Repair garages from 3.3.5.5, or 9.10.9.17. Occupancy separations from 3.1.3.1, or 9.10.9.11. Suite separations from 3.3.1.1, or 9.10.9.13, & 14.

**Other Requirements:** These may be determined as follows; Exit signs from 3.4.5, or 9.9.10.3. Emergency lighting from 3.2.7.3, or 9.9.11.3. Standpipe systems from 3.2.5.8. Smoke alarms from 3.2.4.21, or 9.10.18. Fire alarm system from 3.2.4, or 9.10.17. Sprinkler system from the building code classification in 3.2.2.XX. Barrier free access from Section 3.8. Fire dampers from 3.1.8.7, and 3.1.8.8, or 9.10.13.13. Attic fire stops from 3.1.11.5, or 9.10.15.1. Piping fire stops from 3.1.9.4, or 9.10.9.7.

**Qualified Designer:** This designer must either be an architect or engineer licensed to practice in the province of Saskatchewan for Part 3 or Part 4 buildings or a competent person for Part 9 buildings.

# GUIDELINES FOR PERMIT APPLICATIONS

**\*Book inspections well in advance. It is your responsibility to book inspections.**

- Fill out all parts of the permit application including the date and signature. Remember that it is a legal document and you may be delaying your construction.
- Provide the name of the general contractor with contact information.
- Provide your email address if you have one for faster approval and access of plan review.
- Provide accurate value of construction as it could affect insurance claims and has no bearing on permit fees in the case of residences, garages, decks or basement development.
- Submit two sets of drawings with your application and ensure that you build according to the drawings. You could face a stop-work order and suffer delays and added costs for having to hire a professional engineer if you deviate from original plans. (Example: When the drawing calls for a concrete foundation and you build a wood foundation or change from a wood beam to a steel one).
- Plans need to be provided by a draftsman, engineer or architect for all construction except where forms are provided for garages, decks or basement development from the municipal office. Permits will not be approved in any other manner. Hand-drawn plans will not be accepted.
- When constructing a preserved wood foundation you must have the standard or build according to an engineered design. You must contact the company designing the joists to let them know it is a wood foundation as the design is different for the joists. Failure to do this will cause you to wait for new joists.
- Submit the mechanical ventilation form if it was provided to you from the municipality. (This can be provided after approval of permit once you have decided on a mechanical contractor).
- Submit the shop and layout drawings for all engineered joists, trusses and beams. These can be provided after permit approval but before framing inspection.
- Submit a site plan and follow it. Remember that distance to property lines and other buildings is addressed in the *National Building Code* and may be different than what is allowed in a zoning bylaw. Ask your building official for clarification.
- Submit information well enough ahead of time to avoid disappointment because of delays for permit approval. (Do not expect to start next day).
- Ensure that you read the plan review, as there may be useful information and changes from original drawings.
- Ensure that you follow the inspection schedule to avoid a stop-work order or removal of material already constructed. Book your inspection well enough in advance as per schedule requirements. Remember, it is your responsibility to book inspections.
- Construction shall start within six months of permit approval and shall not be stalled for more than six months. Construction shall be completed in 12 months. Unless approved by municipal council, if any of these things happen you will need to pay for a new permit, or it may be added to your taxes.

## **CONSTRUCTION WASTE DISPOSAL**

Please be advised that Council has established the following policy in regards to building waste which results from development sites:

*All construction waste and debris from a development area which result from activities by the owner must be disposed of into a Loraas bin, which is to be kept on-site and on private property. Costs associated with the Loraas bin are the responsibility of the owner.*

Waste from construction sites will no longer be accepted at the Town's transfer station. This policy is effective November, 2007.

For your information, the Loraas phone number is 242-2300.

# **DIAL BEFORE YOU DIG**

**Water/sewer lines**

306-349-9058 or

306-232-7628

**Sask 1<sup>st</sup> Call**

1-866-828-4888

*(SaskEnergy/SaskTel/*

*SaskPower/TransGas*

*& other subscriber companies)*