



## HOUSE ADDITIONS & RENOVATIONS

Please take precautionary measures when renovating older homes as asbestos containing materials were widely used and when disturbed can cause severe health issues. Asbestos testing is suggested to locate any asbestos containing materials.

### BUILDING PERMITS

Applicant must complete a Development Permit Application, Building Permit Application, Ventilation Requirements Form and submit two copies, one paper copy and one digital PDF copy, along with a plot plan and detailed blueprints. If the basement is to be developed under the same permit, submit a floor layout including the size and type of room usage, location of switches, plugs, and smoke/CO<sup>2</sup> detectors. All construction is to be inspected by the Town's Building Inspector. Permits are to be completed and signed by the applicant. **A building permit is valid for 6 months.** If the work has not started prior to this period, a new permit must be obtained; unless prior written approval has been granted. **All contractors are required to be licensed with the Town and should be listed on the permit. Please contain loose debris on construction site.**

### PLOT PLANS

Submit **in ink**, a **plot plan drawn to scale on an 8 1/2" x 11" letter-sized paper (use a ruler) or PDF** indicating the direction (north), the lot size, locations of all existing and proposed buildings and all setbacks. Pictures or pamphlets can be submitted in addition to the permit and plot plan. Submit a copy of surveyor's certificate if available. **All measurements must be done in metric.**

### INSPECTIONS

Please contact the Town's Building Inspector, Ryan Shepherd, CCA at 306-441-3989. Allow 2 business days notice before inspections are required.

### PROPERTY PIN LOCATION

It is the property owner's responsibility to find the property pins.

### ZONING REGULATIONS

The minimum zoning regulations as per the Zoning Bylaw:

	R1	R2	R3	R4 & R4a
Front Yard	6 metres	6 metres	6 metres	7.5 metres
Side Yard	1.2 metres	1.2 metres	1.2 metres	3 metres
Side Yard (corner)	3 metres	3 metres	3 metres	3 metres
Rear Yard	7.5 metres	7.5 metres	4.5 metres	7.5 metres
Min. Building Floor Area	110m <sup>3</sup>	85m <sup>3</sup>	75m <sup>3</sup>	93m <sup>3</sup>
Max. Site Coverage (%)	40%	40%	50%	-

### ATTACHED GARAGES & CARPORTS

Private garages and carports attached to the principal building by a substantial roof structure are considered as part of the principal building and subject to the regulations governing the principal building.

**As per the Plumbing and Drainage Agreement Bylaw, a floor drain and/or interceptor located in a residential garage shall not be connected to the plumbing system that drains into the Town's sewer system.**

### INFORMATION

If fill becomes a hazard to the neighbouring property or street, a barrier or retaining wall shall be the responsibility of the homeowner. The retaining wall must be engineered.

## GRADING AND LEVELLING OF LOTS

Any lot for which a development permit has been issued shall be graded and leveled at the applicant's expense to provide for surface drainage, which does not adversely affect adjacent property.

**This is to be used as a quick reference only. More information may be required depending on the type of development. Please refer all your questions to the Town Hall at (306) 937-6200. Before any type of construction, it is your responsibility to locate all utilities.**



# TOWN OF BATTLEFORD

Application #: \_\_\_\_\_

## APPLICATION FOR DEVELOPMENT PERMIT

**THIS IS NOT A BUILDING PERMIT**

You are advised to check the regulations in the Town of Battleford Zoning Bylaw that govern the type of development being proposed prior to completing this application. Fill out only those sections of the application which are relevant to your proposal. Attach additional sheets if necessary.

### 1 Applicant Information

Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### 2 Registered Owner Information (if different from applicant)

Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### 3 Property Information (include any applicable)

Civic Address \_\_\_\_\_  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Parcel No. \_\_\_\_\_  
 LSD \_\_\_\_\_ ¼ \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Mer. W3M

### 4 Proposed Development Information

a) Existing use of land and/or buildings: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **EXISTING SIZE:** \_\_\_\_\_

b) Proposed use of land and/or buildings: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **PROPOSED SIZE:** \_\_\_\_\_

c) Proposed construction and alteration of buildings: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d) List any adjacent or nearby land uses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e) Any additional information which may be relevant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f) Proposed date of start: \_\_\_\_\_ g) Proposed date of completion: \_\_\_\_\_

**CONTINUE →**

## 5 Development Context

Consult the Town of Battleford Official Community Plan Bylaw, Map 1 – Future Land Use Concept, and indicate with  whether the proposed development site is located within any of the following areas:

<b>Existing</b> Residential.....	<input type="checkbox"/>	<b>Future</b> Industrial.....	<input type="checkbox"/>
<b>Existing</b> Mixed-Use.....	<input type="checkbox"/>	<b>Future</b> Community Service.....	<input type="checkbox"/>
<b>Existing</b> Commercial.....	<input type="checkbox"/>	<b>Future</b> Parks & Recreation.....	<input type="checkbox"/>
<b>Existing</b> Industrial.....	<input type="checkbox"/>	<b>Future</b> Utilities & Infrastructure.....	<input type="checkbox"/>
<b>Existing</b> Community Service.....	<input type="checkbox"/>	-----	
<b>Existing</b> Parks & Recreation.....	<input type="checkbox"/>	<b>Potential</b> Residential.....	<input type="checkbox"/>
<b>Existing</b> Utilities & Infrastructure.....	<input type="checkbox"/>	<b>Potential</b> Mixed-Use.....	<input type="checkbox"/>
Vacant & Agricultural Land.....	<input type="checkbox"/>	<b>Potential</b> Commercial.....	<input type="checkbox"/>
-----		<b>Potential</b> Industrial.....	<input type="checkbox"/>
<b>Future</b> Residential.....	<input type="checkbox"/>	<b>Potential</b> Community Service.....	<input type="checkbox"/>
<b>Future</b> Mixed-Use.....	<input type="checkbox"/>	<b>Potential</b> Parks & Recreation.....	<input type="checkbox"/>
<b>Future</b> Commercial.....	<input type="checkbox"/>	<b>Potential</b> Utilities & Infrastructure.....	<input type="checkbox"/>

## 6 Site Plan / Vicinity Map

On the last page of this application, or on an additional attached page, include a Site Plan of the proposed development that clearly shows:

- |  |   |
|--|---|
| a) boundaries and dimensions of the site and adjacent lots                 | d) treed areas, water courses or bodies, landscaping and proposed lot grade information |
| b) location and size of all existing and proposed buildings and structures | e) location of existing and proposed access points to streets and lanes                 |
| c) utility lines, easements, or topographic features                       |   |

## 7 Application Fees

As per the Town of Battleford Zoning Bylaw, Section 3.14 – Fees, the applicable fees for a development permit are as follows:

- |                                 |          |                                 |   |
|---------------------------------|----------|---------------------------------|---|
| a) Permitted principal use:     | \$100.00 | e) Discretionary accessory use: | \$200.00  |
| b) Permitted accessory use:     | \$100.00 | f) Discretionary ancillary use: | \$200.00  |
| c) Permitted ancillary use:     | \$100.00 | g) Development appeal fee:      | up to \$50.00                                   |
| d) Discretionary principal use: | \$200.00 |                                 | (as specified by the Development Appeals Board) |

**These fees do not include building permit fees. Building permit fees will be in addition to any Development Permit Fees.**

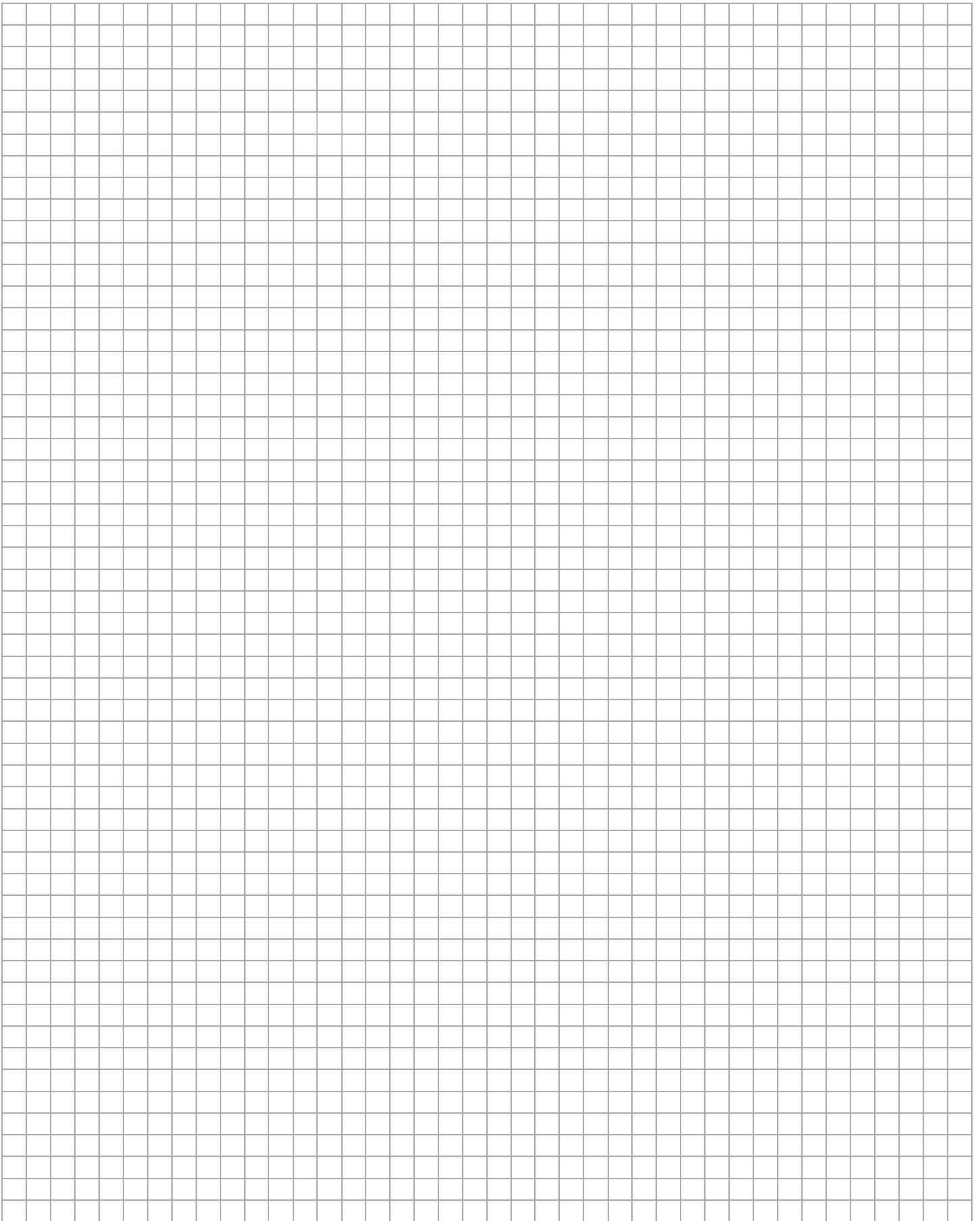
## 8 Declaration of Applicant

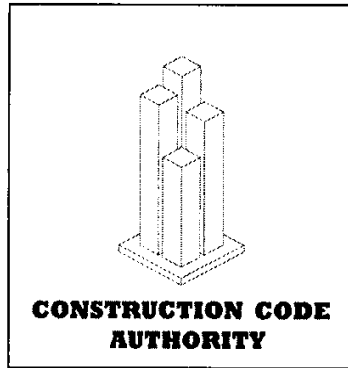
I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Saskatchewan, solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act. I have no objection to the entry upon the land described herein by the person(s) authorized by the Town of Battleford for the purpose of site inspections required for reviewing this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

SITE PLAN / VICINITY MAP





## Plan Review Checklist – Renovations

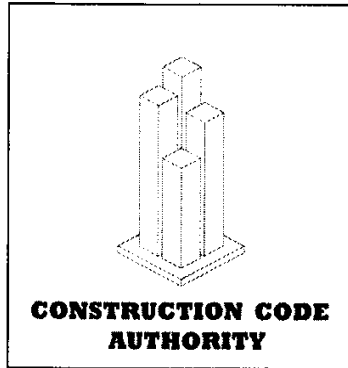
**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

### Required Information:

- 2 sets of **Site Plans** with the following information
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- 2 sets of **Renovation Layout Drawings** with the following information
  - Interior wall locations (existing and new)
  - Window sizes and locations (existing and new)
  - Door sizes, location and swing direction (existing and new)
  - Heating unit/system location (if applicable)
  - Include description of renovations and indicate any possible structural alterations that are being made.
- 2 copies of the **Building Permit Application** properly filled out

**Required On-Site Inspections:** (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)



## Plan Review Checklist – House Addition

**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

### Required Information:

- 2 sets of **Site Plans** with the following information
  - Show size and location of proposed house addition
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- 2 sets of **House Addition Layout Drawings** with the following information
  - Exterior and Interior wall locations
  - Window sizes and locations
  - Door sizes, locations and swing direction
  - Heating unit/system location
- 2 sets of **House Addition Structural Drawings** with the following information
  - Foundation Detail (type, size, layout and location)
  - Wall Detail (interior and exterior)
  - Roof Detail (eng truss, roof rafters)
  - Floor Detail (eng joists, dimensional lumber)
- 2 copies of the **Mechanical Ventilation Design Summary** filled out by the mechanical contractor
- 2 copies of the **Building Permit Application** properly filled out

**Required On-Site Inspections:** (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier to the exterior walls)
- Insulation and Vapour Barrier (Prior to covering walls and ceiling with wall/gypsum board)
- Final (Prior to moving in or occupying the building)



TOWN OF BATTLEFORD  
APPLICATION FOR BUILDING PERMIT

FORM A PERMIT # \_\_\_\_\_

The undersigned owner or agent hereby applies for a permit to:

\_\_\_\_\_ construct; \_\_\_\_\_ alter; \_\_\_\_\_ re-construct; \_\_\_\_\_ move-in pre-built; \_\_\_\_\_ move-in existing,  
a building according to the information below and to the plans and documents attached to this application.

Type of Building: \_\_\_\_\_ One-Unit Dwelling \_\_\_\_\_ Two-Unit Dwelling  
Other \_\_\_\_\_

Intended Use: \_\_\_\_\_

Civic address of construction: \_\_\_\_\_

Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Designer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

CONSTRUCTION DETAILS

Building Size: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Wall Height: \_\_\_\_\_

No. of Storeys: \_\_\_\_\_ Fire Escapes: \_\_\_\_\_ No. of Stairways: \_\_\_\_\_

Width of Stairways: \_\_\_\_\_ No. of Exits: \_\_\_\_\_ Width of Exits: \_\_\_\_\_

If moved in, year built: \_\_\_\_\_ (include exterior and interior pictures)

Route: \_\_\_\_\_

Mover: \_\_\_\_\_ Date of Proposed Move: \_\_\_\_\_

ITEM:	MATERIAL:	SIZE:	SPACING:	OTHER DETAILS:
Footings:	_____	_____	_____	_____
Mobile Homes:	_____	_____	_____	_____
* Blocking:	_____	_____	_____	_____
Foundation:	_____	_____	_____	_____
Ext. Walls:	_____	_____	_____	_____
Int. Walls:	_____	_____	_____	_____
Roof:	_____	_____	_____	_____
Studding:	_____	_____	_____	_____
Floor Joists:	_____	_____	_____	_____
Beams:	_____	_____	_____	_____
Rafters (Truss):	_____	_____	_____	_____
Chimney:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Heating: Type: \_\_\_\_\_ Size: \_\_\_\_\_

Plumbing: No. Baths: \_\_\_\_\_ Sinks: \_\_\_\_\_ W.C.'s: \_\_\_\_\_ Urinals: \_\_\_\_\_

Lighting: \_\_\_\_\_ Foundation Soil Classification and Type: \_\_\_\_\_

Continued on Reverse



**FORM A** (contd)

**CONTRACTORS**

NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Structural: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_

Painting &  
Decorating: \_\_\_\_\_

Excavation &  
Trucking: \_\_\_\_\_

Roofing: \_\_\_\_\_

Masonry: \_\_\_\_\_

Estimated Cost of Building: (excluding site): \$ \_\_\_\_\_

Floor area of building: (excluding unfinished basement) \_\_\_\_\_ sq. ft. (m)

Building Permit Fee \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

I hereby agree to file with the municipality, a list of the tradesmen for licensing purposes and to pay their license fees to the Town of Battleford should I fail to provide the said list within **10 days** of the permit approval.

I hereby agree to comply with the bylaw of the municipality respecting building and acknowledge that it is my responsibility to ensure compliance with the building bylaw of the municipality and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the municipality or its authorized representatives.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Owner's Agent

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**FORM B** (completed by Building Inspector)

Permission is hereby granted to \_\_\_\_\_ to \_\_\_\_\_

a building to be used as a \_\_\_\_\_ on civic address or location \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

in accordance with the application dated \_\_\_\_\_.

This **permit expires 6 months from the date of issue** if work is not commenced within that period or if work is suspended for a period of 6 months, unless by prior written agreement from the municipality or its authorized representative. This permit is issued under the following conditions, any deviation, omission or revision to the approved application requires approval from the municipality or its authorized representative:

\_\_\_\_\_  
Estimated value of construction \$ \_\_\_\_\_

\_\_\_\_\_  
Permit fee \$ \_\_\_\_\_

\_\_\_\_\_  
Date  
zoning.building.permit.application.June/2013

\_\_\_\_\_  
Signature of Authorized Representative