



ATTACHED GARAGE GUIDELINES

Garage, Private: a garage used for storage purposes only, where no business, occupation or service is conducted for gain, other than an approved home-based business; and in which no space is rented to or by a non-resident of the premises.

Attached Garage: is considered part of 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.

BUILDING PERMITS

Applicant must complete a Development Permit; Building Permit and CCA Checklist Form. All construction to be inspected by the Town’s Building Inspector. Permits are to be completed and signed by the applicant. **A development permit is valid for 6 months from the permit issued date.** If the project 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 file** indicating the direction (north) or use area provided in checklist. Show the lot size, locations of all existing and proposed buildings and all setbacks. Date and sign the plot plan, include street address and legal description. Pictures or pamphlets can be submitted in addition to the permit and plot plan. Submit a copy of a surveyor’s certificate if available. **All measurements are to 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.

PROPERTY SETBACKS

Minimum setback requirements measured from the property line:				
	R1, R2	R3	R4, R4A	RMH
Front Yard	6 meters	6 meters	7.5 meters	3 meters
Side Yard	1.2 meters	1.2 meters	3 meters	1.2 meters
Rear Yard	7.5 meters	4.5 meters	5 meters	3 meters
Side Yard (corner)	3 meters	3 meters	3 meters	3 meters or 4.5 meters if no lane or door faces side yard

This is to use as a quick reference only. More information may be required depending on the type of development. Please refer all your questions to 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 DEVELOPMENT 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:

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

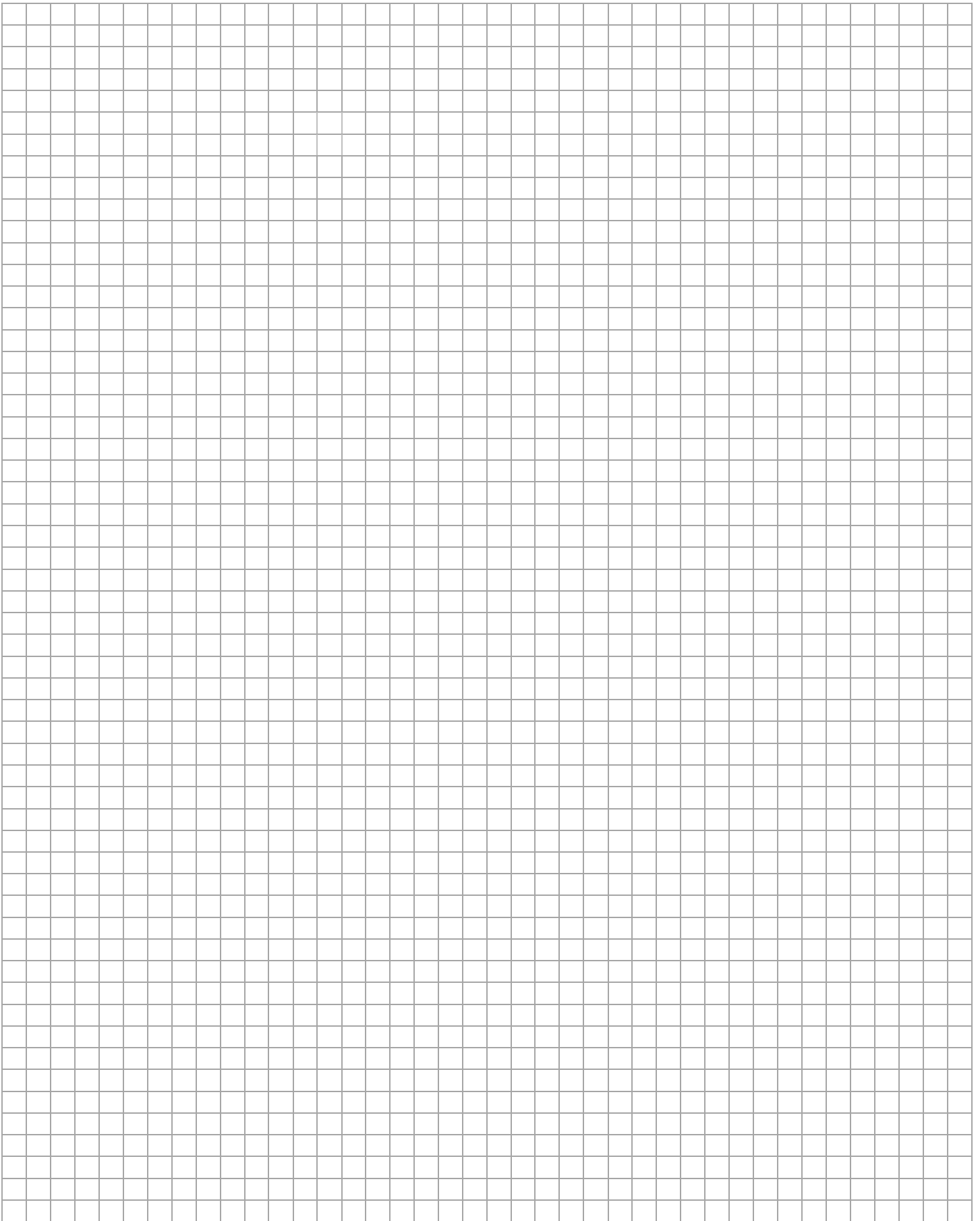
8 Declaration of Applicant

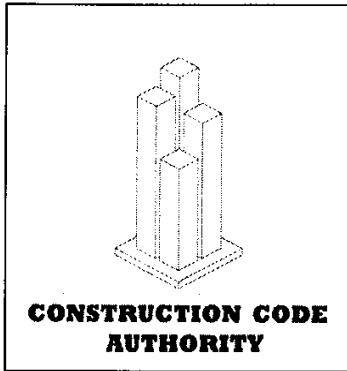
I, _____ of the _____ of _____ in the Province of Saskatchewan, solemnly declare that the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, 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 – Attached Garages

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 attached garage
 - 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 **Attached Garage Layout Drawings** with the following information
 - Interior wall location
 - Window sizes and locations
 - Door sizes, location and swing direction
 - Heating unit/system location (if applicable)
- 2 copies of the **Attached Garage Checklist** properly filled out
 - A professional design is required for the garage foundation if the attached garage is 2 stories or includes any living quarters being constructed above.
 - See Minimum Grade Beam and Pile Requirements for attached garages
- 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)

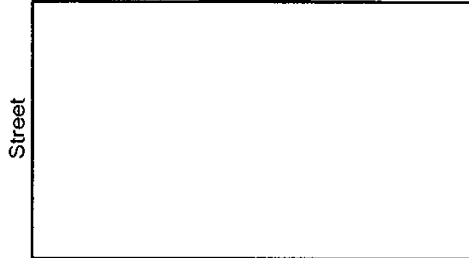
- Plan Review (Prior to the commencement of any construction)
- Foundation (Prior to pouring concrete on engineered foundations or prior to backfill)
- Framing (Prior to insulating and applying vapour barrier the exterior walls)
- Final (Prior to moving in or occupying the building)

Municipality: _____

Permit #: _____

Attached Garage Checklist

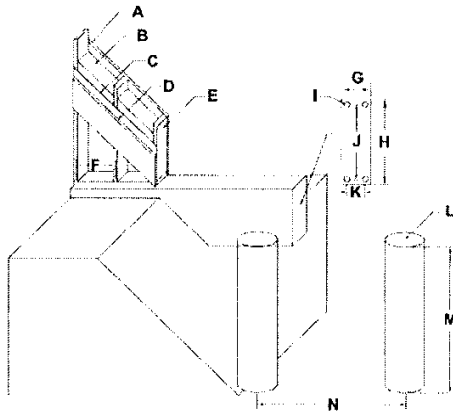
Site Plan



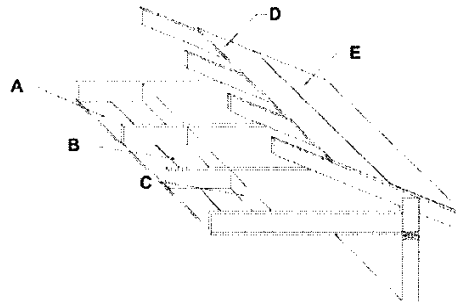
On Site Plan:

- Show size and location of proposed attached garage
- Show distance to side property line
- Show distance to rear property line
- Show location on dwelling
- Show lot dimensions and shape of lot
- Show all existing buildings
- Show direction of North
- Show all windows and doors on existing structures

Wall System



Roof System



Wall System	Roof System
A - Outside Sheathing:	A - Interior Finish:
B - Insulation Value:	B - Type of Vapour Barrier:
C - Type of Vapour Barrier:	C - Insulation Value:
D - Interior Finish:	D - Exterior Sheathing:
E - Stud Size	E - Type of Roofing:
F - Stud Spacing	Roof Overhang
G - Grade Beam Thickness:	Garage Door
H - Grade Beam Height:	Door Span _____
I - Size of Rebar:	Lintel Size _____
J - Rebar Spacing:	Ply _____
K - Rebar Spacing:	
L - Pile Diameter:	
M - Pile Depth:	
N - Pile Span:	
Wall Height:	
Void Form Type and Size:	

Applicant (Print Please) _____ Date _____

Applicant Signature _____ Date _____

Application Received By _____ Date Received _____

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Municipal By-Laws and/or Provincial Laws regulating building. It being expressly understood that the issuing of a permit does not relieve the applicant from complying with all By-Laws, though not called for in the specifications, or shown on plans and/or application submitted.



Minimum Grade Beam Requirements (Attached Garages)

1. Foundations which include piles and grade beams that support any fully finished livable floor space or second storey must be designed in accordance with Part 4 of the National Building Code and sealed by a professional engineer licensed to practice in the Province of Saskatchewan.
2. Foundations which include piles and grade beams that support non-finished floor spaces including attached garages with no livable floor space in or above, attached covered decks, and three season rooms shall meet the minimum specifications described below.

Grade Beam Construction

Grade beams must be a minimum of 200mm by 600mm (8 inches by 24 inches) with 2 – 15M bars top and bottom. Thickened edge slabs are not acceptable as a grade beam without an Engineer's seal. An acceptable void form must be placed under all grade beams.

Stirrups

It is the builder's responsibility to assess the soil conditions to determine the need for stirrups.

Void Forms

Void forms must be placed under all grade beams including extensions under garage door openings.

Cutouts in grade beams

Cutouts in a grade beam cannot occur without adequate structural provisions across the opening. The builder is solely responsible for cutouts where the grade beam is not dropped accordingly. Cutouts shall not exceed 300mm or the grade beam must be dropped accordingly. Where cutouts occur it is the builder's responsibility to ensure the top and bottom bars extend across the openings with sufficient overlap. Piles placed under cutouts must extend a minimum of 4 meters deep. A minimum of 1-15M bar must extend from the top bars in the grade beam to the full depth of the piles. Where possible piles must be placed at the edge of all cutouts unless designed by an engineer.

Pile Construction

Pile sizing and spacing must be designed for the anticipated loads. The following forms a general guide that will be accepted without an engineer's seal where used in accordance with item 2. above.

1. Small loads from 1 – vehicle attached garages, covered decks and/or 3 season rooms
200mm by 2400mm @ 2400mm on center concrete piles may be used to support roof spans up to 4.8 meters or floor joists spans up to 2.4 meters. Piles that support floor joists and roof loads must comply with 3) below.
2. Moderate loads from 2 – vehicle attached garages, covered decks and/or 3 season rooms
250mm by 3000mm piles @ 2400mm on center may be used to support roof spans up to 9.8 meters or floor joists up to 4.9 meters.
3. Combination roof and floor loads – covered decks and/or 3 season rooms
250mm by 3000mm piles @ 2400mm on center may be used to support floor joists and roof spans up to 3 meters. The span may be increased up to spans noted in 2. above, by reducing the spacing of the piles and/or increasing the length of the piles proportionally.

All piles must be reinforced with a minimum of 1-15M bar full depth of the pile extending to the top bars of the grade beam.

Piles adjacent to a foundation wall

Piles must also be placed within 0.9 meters of a concrete foundation wall. This pile should be a minimum 4 meters deep when within 1 meter of a recent excavation. See below for piles in excavated area.

Piles within 1 meter of a service trench

All piles located within 1 meter of a service trench are required to be a minimum of 4 meters deep. It is the builder's responsibility to ensure compliance.

Piles placed in excavated area

Piles must be extended for the depth of the excavation plus the minimum depth required under "Pile Construction", above. This is the builder's responsibility to ensure compliance.



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

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

Signature of Authorized Representative