



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

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

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

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

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

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

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

# 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.

# IS A BUILDING PERMIT REQUIRED?

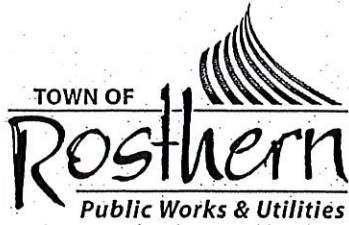
## **BUILDING PERMITS ARE REQUIRED FOR:**

- New building construction
- Garages and carports
- Decks
- Mobile homes
- Renovation, alteration or addition to an existing building
- Relocation of an existing building
- Basement development in a dwelling unit
- Change of use of a building (example - office building to residence)
- Swimming pools and hot tubs
- Playhouses that are not pre-constructed
- Demolition of an existing building
- Temporary buildings
- Retaining walls

## **BUILDING PERMITS ARE NOT USUALLY REQUIRED FOR: (Other guidelines and permits may be required)**

- Fences (*Guidelines available*)
- Driveways and parking lots (*A separate permit application is required for driveways*)
- Sidewalks
- Painting, decorating, laying carpet and general maintenance
- Replacement using the same materials and not affecting structural, electrical or mechanical systems (roofing, siding, windows)
- Accessory buildings (garden and tool sheds) not greater than 10 m<sup>2</sup> (107 ft<sup>2</sup>) in area (limit of one per property)
- Swimming pools and hot tubs less than 600 mm (2 feet) in depth

**“Building” as defined in the legislation** *“means a structure used or intended for supporting or sheltering any use or occupancy, and includes an addition built to an existing structure and where applicable the land adjoining the structure.”*



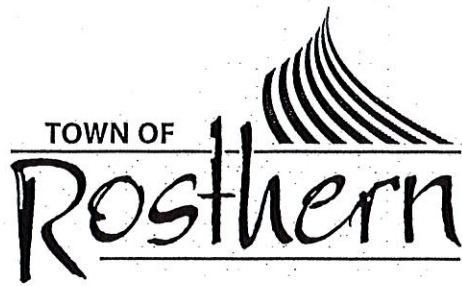
# **DIAL BEFORE YOU DIG**

**Water/sewer lines:**  
(306) 232-4826

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

**1-866-828-4888**

*(SaskEnergy/SaskTel/SaskPower/TransGas  
& other subscriber companies)*



## **CONSTRUCTION WASTE DISPOSAL**

**Waste from construction sites will NOT be accepted at the Town's transfer station.**

All construction waste and debris from a development area which result from activities by the owner or contractor must be disposed of into a STEEL WASTE BIN, which is to be kept on-site and on private property. If the bin needs to be placed on the street, a "Parking On Street" application must be filled out and approved by the Town.

Any costs associated with waste bins are the responsibility of the owner or contractor.

**Bins can be obtained from:**

Matt Grismer, 306 232 7334

LORAAS Disposal, 306 242 2300

Other company of your choice.

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>

Storeys Above Grade: \_\_\_\_\_ Storeys 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  ¼ 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Lighting Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Standpipe & Hose System Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Smoke Alarms Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm System Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Barrier Free Access Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Dampers Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Attic Fire Stops Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Piping Fire Stops Required? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

**RETURN TO WAGNER INSPECTION SERVICES, P.O. BOX 35, HAGUE, SASKATCHEWAN, S0K 1X0**

# BUILDING PERMIT FINAL INSPECTION CHECKLIST

## Exterior

- All items from previous inspections shall be completed.
- Exterior grade sloped away from foundation and ensure there are no voids.
- The eavestrough, downspouts and erosion protection shall be installed.
- The exterior finish, soffit, fascia, flashing and roofing shall be complete. Stucco final coat shall be installed. The air barrier shall not be considered exterior cladding and shall not be exposed to UV rays for more than 120 days.
- All penetrations through vinyl siding or all exterior cladding shall be sealed with caulking to prevent moisture into building envelope.
- An exhaust outlet that does not incorporate a backdraft damper located at the building envelope shall incorporate a screen located at the building envelope to protect against the entry of animals.
- Air intakes shall be clearly labelled as such for identification from locations outside the dwelling unit.
- Intake openings shall be located so as to avoid contamination of the ventilation air from other local sources such as automobile exhaust and exhaust from the building or adjacent buildings.
- Per SaskPower "Code of Practice Code" reference: Appliance Vent Termination 8.14.8.(c) A vent shall not terminate less than 1.8 meters (6 feet) within a mechanical air-supply inlet.
- The distance separating air intakes from building envelope penetrations that are potential sources of contaminants, such as gas vents or oil fill pipes, shall be not less than 900 mm.
- The distance from the bottom of an air intake opening to finished ground or to any nearer and lower permanent horizontal surface shall be not less than 450 mm or the depth of expected snow accumulation, whichever is greater.
- Where air intake and exhaust openings are in exposed locations, provision shall be made to protect them from the entry of precipitation by the use of louvers, weather cowls or other suitable protection.
- All exterior stairs and ramps shall be completed and have railing (guards) with the appropriate handrails.
- All decks shall be complete with appropriate railing (guard) and railing with handrails of stairs from decks. All openings in railing shall comply with the current National Building Code of Canada and railing shall not be climbable.



- Deck joists shall be bridged or strapped at 7-foot spacing.
- All wood within 150 mm (6 inches) shall be pressure-treated or protected and separated per the current National Building Code of Canada.
- Ensure that if a bedroom window opens into a window well that there is 550 mm clearance in front of the window.
- All doors opening to future decks shall be guarded or disabled to not open.
- All exterior doors and door from house to attached garage shall have deadbolts.
- The main entrance door to house shall be transparent glazing, or transparent glazing in sidelight or a door viewer.

### **Interior Envelope Including Basements**

- All foundations shall have sufficient insulation to prevent condensation on the warm side when adjacent to exterior air or soil.
- All foamed insulation such as insulated concrete foundations shall be protected with drywall.
- All joist spaces above the foundation wall and all cantilevers shall have adequate insulation and a sealed vapor barrier on the warm side.
- All damaged joists shall be repaired and all bridging if required shall be complete.
- All blocking of joists shall be completed where interior walls parallel with the joists are more than 50 mm (2 inches) from the joists.
- All heated crawl spaces shall have proper-sized access, be mechanically ventilated and be protected from radon gas.
- All non-heated crawl spaces shall have natural ventilation, proper-sized access and floors above that are adjacent to heated areas shall be insulated.
- The perimeter of the basement floor where it meets the foundation wall, plumbing penetrations that pass through the floor and tele posts shall have radon protection caulking. All rough openings to serve plumbing through the floor shall be sealed with a fitted lid.
- All tele posts shall be anchored to the beam.
- Required sump pumps shall be installed and activated.

- A lighting outlet with fixture shall be provided for each 30 m<sup>2</sup> or fraction thereof of floor area in unfinished basements.
- Every stairway shall be lighted.
- The outlet required nearest the stairs shall be controlled by a wall switch located at the head of the stairs.
- Three-way wall switches located at the head and foot of every stairway shall be provided to control at least one lighting outlet with fixture for stairways with 4 or more risers in dwelling units; however, the stairway lighting for basements that do not contain finished space or lead to an outside entrance or built-in garage and which serve not more than one dwelling unit is permitted to be controlled by a single switch located at the head of the stairs.
- Chimneys, flues and service equipment shall maintain proper clearances.
- All interior stairs with more than 2 risers require at least one handrail or two handrails with one on each side where stairs are wider than 1100 mm (44 inches) or on curved stairs.
- All stairs, landings, balconies, ramps, raised walkways and mezzanines require railing (guards) on all sides and shall be at least 900 mm (36 inches) high.
- Smoke alarms shall be hard-wired, interconnected and installed on each level.
- Carbon alarms shall be properly installed whenever there is an attached garage.
- Interior wall finishes shall be completed and comply with flame-spread ratings.
- Finished flooring shall be provided in all residential occupancies.
- Ensure that water-impermeable finished flooring is installed in bathrooms, kitchens, public entrance halls and laundry areas.
- All tub-surrounds shall be installed for showers and bathtubs with showers to a height of 1.8 meters (6 feet).
- Ensure there is 400 mm (16 inches) of tub-surround for bathtubs and Jacuzzi.
- All countertops, backsplash, walls and floors shall be adequately caulked to protect from moisture.
- All cabinets and their finish shall have adequate clearance from stoves or shall be protected.
- All exhaust fans shall be installed, shall operate as designed and be vented directly to the exterior.

- Mechanical ventilation shall be installed and operate according to mechanical design and design shall be provided with final inspection.
- Solid burning appliances shall comply with CAN/CSA-B365-01 and be installed according to the manufacturer specifications.
- Ensure all rooms used as a bedroom have a bedroom-sized window or direct access to the exterior.
- Ensure that all windows are installed to resist forced entry as described in Clause 10.13 of CAN/CSA-A440.

### **Attached Garages**

- The attached garage shall have an effective fume barrier to the house including bonus rooms.
- In event that garage has stairs with more than 2 risers or a ramp it shall have railing (guard) and a handrail. Doors shall open on a landing.
- The door to the house shall be well-fitting with weatherstripping and a self-closer that has been adjusted properly to close.
- The garage shall not be heated with an appliance that is serving the dwelling.
- A lighting outlet with fixture shall be provided for an attached, built-in or detached garage or carport and the lighting outlet shall be controlled by a wall switch near the doorway.
- The house and garage roof space shall have a proper-sized access that is weather-stripped.

**If any of these items are not completed or if any items do not comply with the current National Building Code of Canada there will need to be a reinspection conducted with additional fees for each inspection until all items are complete.**



# NEW WATER & SEWER SERVICE INSTALLATION APPLICATION

Permit Application # \_\_\_\_\_

<b>PROPERTY INFORMATION</b>	<b>Building Address (Including Unit #)</b> _____	<b>Legal Description</b>	
		Lot _____	Blk/Parcel _____
		Plan No. _____	
	<b>Proposed Use (check one)</b>	<b>Services Required</b>	
	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Water      Size _____ mm <input type="checkbox"/> Sewer      Size _____ mm	
	<b>Requested Date of Installation:</b> _____		

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

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

**Sump Pumps**

Sump pumps cannot be hooked to the sanitary sewer.  
Discharge must be directed more than 2 meters away from of any building.

**Water Meter**

An application for water meter must be applied for and paid with Building Permit Application.

<b>FOR STAFF USE ONLY</b>	
Does a water service exist?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, existing size _____ mm; type of material _____
Does a sewer service exist?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, existing size _____ mm; type of material _____

I hereby agree to comply with all regulations, policies and bylaws of the Town of Rosthern and understand that all costs associated with the requested service installation will be charged to the owner in accordance with the Town's Water & Sewer Installation Policy.

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

\_\_\_\_\_  
Date