

NO CONSTRUCTION SHALL START PRIOR TO ACQUIRING YOUR PERMITS!!

In order to speed up the approval process, please ensure you have completed the following:

1. Zoning Requirements
 - Determine your zoning type using the subdivision map on our website. Go to [www.bigriver.ca/ RM Homepage/ Maps/ Subdivisions](http://www.bigriver.ca/RM_Homepage/Maps/Subdivisions) and scroll to your subdivision. At the bottom of your subdivision page, you will find your zoning type. If there are multiple types contact our office to verify with your lot and block number.
 - Once the zoning type has been determined, download the correct zoning information from Development/ Zoning on our website. ***This information will tell you everything you need to know about what you can and cannot do on your property.***

2. Development Permit Application
 - Building permits will not be issued without a Development Permit.
 - Ensure you comply with the zoning requirements, including setback requirements.
 - Complete the Development Permit Application and submit it to the RM office along with the \$50.00 Development Permit Fee.

3. Building Permit Application
 - Complete the Building Permit Application and submit it along with 1 complete set of plans to the RM office.
 - Your application will be forwarded to BuildTECH Consulting & Inspections Inc., to ensure it complies with the National Building Code Standards.
 - Once the RM has received notification from BuildTECH that your building complies with the NBCS, along with confirmation of completed building value, you will be invoiced for the review costs. Once the invoice has been paid, the building permits will be issued.

If you have any questions, please call our office at (306) 469-2323 or email us at rm555@rmofbigriver.ca.

Section 6(1) The Construction Codes Act (...the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, added to, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the construction standards.”

If you have any questions related to building standards, please call BuildTECH Consulting at (306) 370-2824 or email to inspection@btinspections.ca.

NOTE: No accessory building (garage or shed, etc) may be built prior to the dwelling being built.

Instructions on completing Development & Building Application Package:

- Complete **ALL** pages and submit it to the RM office, along with a site plan and the Development Permit Application Fee of \$50.00. Discretionary Use will be determined in office when application is received.
- Section 5 of the Development Permit Application **must** be left blank and will be completed from maps at the RM office when the permit is submitted.
- Site plan must be completed with all setbacks clearly marked from building to all 4 property lines, north direction, all accessory buildings and drainage direction.

Application for Building Permit

- Must be completed and submitted to the RM office, along with all required drawings, information and forms included with the Permit Application Checklist from BuildTECH Consulting & Inspections Inc.

Permit Application Checklist – BuildTECH

- BuildTECH supplies these forms that must be completed before the permit will be approved. Once approved by BuildTECH the invoice will be emailed.
- To speed up the approval process ensure all forms are completed before returning.
- Any questions regarding the Energy Efficiency Compliance Form can be made to BuildTECH at (306) 370-2824.

Application for a Permit to Demolish or Move a Building

- Must be completed and submitted to the RM office for any building to be moved into or out of the municipality. There is no charge for a moving permit. The RM must be informed when the moving of the building is complete.
- Must be completed and submitted to the RM office for any building to be demolished within the municipality, along with the Demolition Permit Fee of \$50.00. The RM must be informed when the demolition is complete. RM will inform SAMA of the removal of building so they property can be re assessed.

Rural Plumbing/Sewage Disposal Permit Application - Submit to Regional Health Authority

- Must be completed and submitted to Regional Health Authority - Health Inspection office to apply for a plumbing/sewage disposal permit. Permit can be submitted to public.health.inspection@paphr.sk.ca or call for more information (306) 765-6600.
- A copy of the approval must be submitted to the RM before permits will be issued.

**All documents must be fully completed and submitted as one package
or the documents will be returned which will
delay the approval process.**

E-transfer: payments@rmofbigriver.ca
Cheque, cash or debit.

Rural Municipality of Big River No. 555

DEVELOPMENT PERMIT APPLICATION

Applicants are encouraged to check the regulations in the RM of Big River No. 555 Zoning Bylaw, 23-01-02 that governs the type of development proposed prior to completing the 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 _____
Email _____

2 Registered Owner Information (if different from applicant)

Full Name _____
Address _____

Phone _____
Email _____

3 Property Information (include any applicable)

Subdivision _____ Lot _____ Block _____ Plan No. _____
Part _____ Section _____ Township _____ Range _____ W3rd
e.g. NE 27-56-07

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: _____

5 Potential Development Constraints

RM OFFICE USE ONLY

FOR RM USE ONLY: Consult the RM of Big River No. 555 Official Community Plan Bylaw, No. 23-01-01, Maps 1 through 5 and indicate with whether the proposed development site is located **within** any of the following areas:

Map 1 – Preferred Transportation Corridors
 Preferred transportation corridor

Map 2 – Soil Capability for Agriculture
 High capability (green)
 Moderate capability (yellow)
 Low capability (red)
 Organic (brown)

**Map 3 – Separation Distances Required by a Potential ILO
 (FOR ILO APPLICATIONS ONLY)**
 No ILOs Permitted
 ILOs up to 499 Animal Units
 ILOs up to 2,000 Animal Units
 ILOs > 2,000 Animal Units

Map 4 – Development Constraints
 Terrestrial wildlife habitat
 Wetland
 1 km rural-urban fringe
 Future urban growth area
 457 m lagoon setback
 First Nations reserve
 Provincial parks & recreation sites
 Resort / country residential subdivision
 Recreation development

Map 5 – Digital Elevation Model
 Approx. elevation between 462–554 (blue–cyan)
 Approx. elevation between 554–645 (yellow–red)

6 Site Plan / Vicinity Map

On the last page of this development permit application, show a Site Plan / Vicinity Map of the proposed development that shows:

- a) dimensions of the site
- b) location and size of all existing and proposed buildings and structures
- c) utility lines, easements, or topographic features
- d) proposed location of sewage system and water supply
- e) access points to provincial highway or municipal road
- f) **FOR ILOs ONLY:** the location, distance, and direction to neighbouring sites/dwellings

7 Application Fees

As per the RM of Big River Zoning Bylaw No. 23-01-02, the applicable fees for a development permit are as follows:

- a) Development Permit: \$50.00
- b) Building Permit BuildTECH: Determined by sq. ft./Inspection
- c) Building Permit RM Office: Determined by sq. ft./Office Fee
- d) Discretionary Permit: \$200.00

These fees are in addition to any fees relating to a zoning amendment. **Please contact the RM office for the amount to submit.**

8 Declaration of Applicant

I, _____ of the _____ in the Province of _____ 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 Rural Municipality of Big River No. 555 for the purpose of site inspections required for reviewing this application.

I understand the information provided in this application will be shared with Saskatchewan Assessment Management Agency (SAMA).

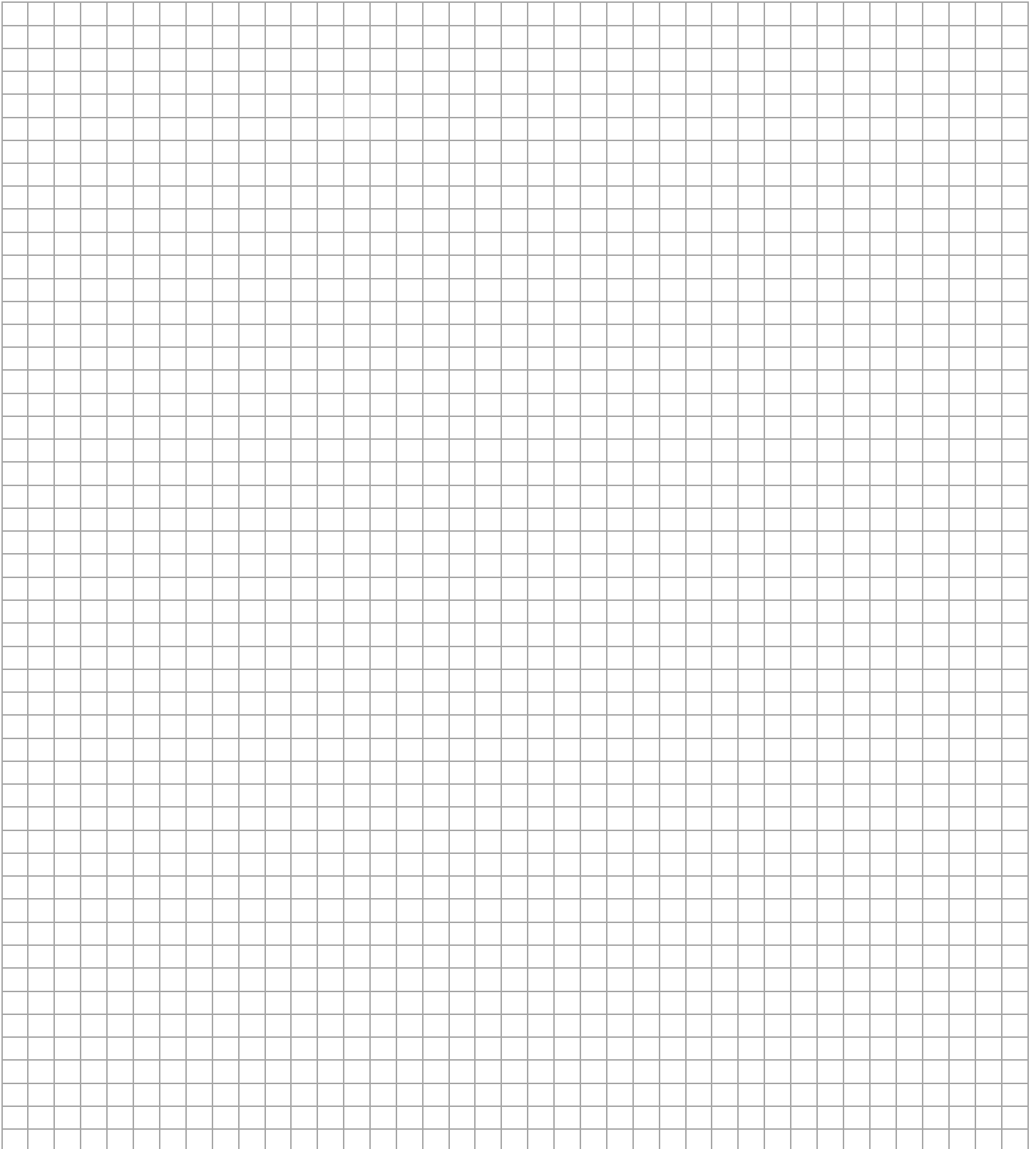
 Signature of Applicant

 Date

RURAL MUNICIPALITY of BIG RIVER No. 555

— SASKATCHEWAN —

SITE PLAN / VICINITY MAP





I hereby make application for a permit to _____ Construct
_____ Alter
_____ Reconstruct

A building according to the information below and to the plans and documents attached to this application.

Legal land description:

Subdivision _____ Lot _____ Block _____ Plan No. _____

Part _____ Section _____ Township _____ Range _____ W3rd
e.g. NE 27-56-07

Owner _____ Email _____ Telephone _____
Engineer _____ Email _____ Telephone _____
Contractor _____ Email _____ Telephone _____

Square footage of building _____

- Accessory buildings shall not be constructed or placed on any site prior to the construction of the principal building.
- Building permit must be completed and submitted to the RM, along with all required drawings, information and forms included. You will be invoiced for the building permit once the permit has been approved and prior to the issuing of the permits.
- I hereby acknowledge that I understand that permission to begin building is not granted to me until a Building Permit (Form B to Bylaw 17/19), signed by the Building Official or Administrator, and is returned to me.
- I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority 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 local authority or its authorized representative.
- I hereby acknowledge that I have read this application and certify that the information contained herein is correct.

Date

Signature of Owner or Owner's Agent

Permit Application Checklist – DETACHED GARAGE

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.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

A complete set of plans are required to be submitted and shall include the following:

- **“Detached Garage Worksheet”** properly filled out.
- **Site Plan** with the following information:
 - Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow.
- **Floor Plans** with the following information:
 - Any interior wall development if applicable
 - Window sizes, locations, and type
 - Door sizes, locations and swing direction
 - HVAC unit/system location

When is an Engineer Required?

- Professionally designed sealed engineer drawings may be required for the following conditions:
 - A detached garage foundation supporting living space
 - Thickened edge slab foundations where the truss span is greater than 32 feet.

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

- Framing / Final prior to installation of any interior cladding or finishes, preferably after the exterior cladding is complete.
- Inspection of insulation / poly / interior finishes is not required; the work is often done months or years after framing and detached garages are not considered living space.

Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner’s expense.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours’ notice.

DETACHED GARAGE - PERMIT APPLICATION CHECKLIST

Applicant's Name: _____

Project Street Address: _____

Please fill in all requested information and checkboxes to ensure a proper building code assessment can be completed prior to issuing a building permit.

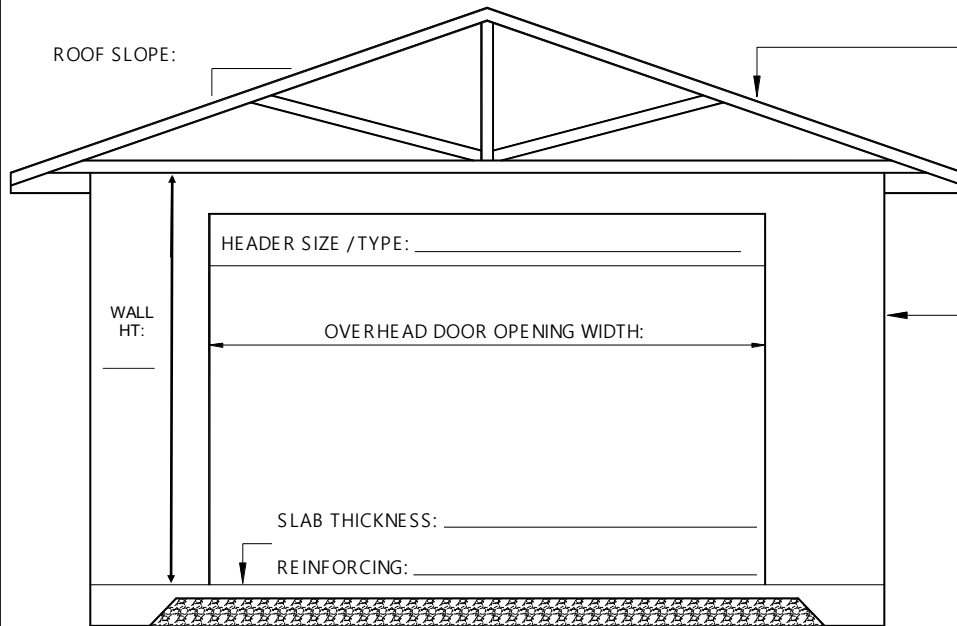
GARAGE DIMENSIONS: _____ X _____

ROOF SLOPE: _____

ROOFING MATERIAL: _____

SHEATHING: _____

SPACING OF TRUSSES: _____



WALL CLADDING: _____

SHEATHING: _____

STUD FRAMING / SPACING: _____

ANCHOR BOLTS TYPE / SIZE / SPACING: _____

ENTRANCE DOOR SIZE: _____
(SHOW LOCATION ON SITE PLAN)

BASE PREPARATION: _____

FOUNDATION TYPE / SIZE: _____

GARAGE IS UNHEATED

GARAGE IS HEATED:

CEILING INSULATION: _____

WALL INSULATION: _____

VAPOUR BARRIER: _____

INTERIOR FINISH: _____

HEATING SOURCE: _____

SITE PLAN:

Please provide a site plan for this project showing your proposed Detached Garage. It is recommended that your proposal be drawn on **photocopied** Real Property Report or Surveyor's Certificate. Do not use your 'only copy' of these documents as the municipality is not responsible for lost or damaged reports.

The SITE PLAN should include the following:

- Size and location of proposed garage.
- Distance to all property lines.
- Distance to house.
- Dimensions of garage.
- Location of entrance door and overhead door.
- Lot dimensions and shape of lot.
- All other existing buildings, including area of house.

Site Plan Attached

Prepared by

BuildTECH Consulting & Inspections Inc.

www.buildtechinspections.ca

DETACHED GARAGE DEVELOPMENT CHECKLIST, PAGE 2
CODE ARTICLES

Item No:	Article NBCC 2015	Description
The following NBCC Article descriptions are summaries of the articles and sentences, not the actual NBCC 2015 code article.		
1.	9.19.1.2.	The roof space is required to be vented with a minimum ventilation area of 1/300 of the insulated ceiling area. At least 25% of the required ventilation openings shall be located at the top of the roof space (ridge vents, dome vents near the peak, and / or gable end vents), and at least 25% of the openings shall be located at the bottom of the space (soffit).
2.	9.23.6.1.	The garage walls shall be anchored to the slab with 1/2" anchor bolts spaced no more than 8' o.c., or 3/8" bolts spaced no more than 4' o.c. Anchor bolts are required at every corner, and adjacent to every door opening.
3.	9.23.12.3.	If the overhead doors are located in a loadbearing wall (non-gable end), then the lintel (header) sizes are to conform to the span tables and requirements in 9.23.12.3., or be designed and specified using engineered lumber products.
4.	9.23.16.7.	For truss spacing at 600 mm (24") o.c., and sheathing less than 12.5 mm (1/2"), the unsupported edges of the roof sheathing are required to be supported by H-clips, and solid blocking at the ridge.
5.	9.23.2.3.	The wall bottom plates are required to be pressure-treated, or separated from the concrete with .05 mm polyethylene sheet.
6.	9.25.3.2.	Polyethylene sheet used as air / vapour barrier must be 6 mil, and must conform to CAN / CGSB-51.34-M.
7.	9.27.3.3.	All wall sheathing is required to be protected by a sheathing membrane (housewrap / building paper) installed as per the manufacturer's instructions for the specific finish or cladding. OSB and plywood are not suitable exterior finishes.
8.	9.35.3.1.	<p>The thickened edge slab construction must meet the following requirements:</p> <ul style="list-style-type: none"> a) Garage area < 55 m² (592 ft²): 8" deep x 12" wide r/w 2 rows – 10M continuous; b) Garage area > 55 m² (592 ft²) / truss span < 32 ft: 12" deep x 12" wide r/w 3 rows – 15M continuous; c) Truss span > 32 ft: Structural engineer's design required. <p>Designs a) & b) are generally accepted thickened edge slab details for a detached garage. However, actual site conditions and soil conditions may require alternative foundation construction. It is the owner's responsibility to ensure the foundation construction is suitable for all site and soil conditions. A professional designer may be required for the foundation design.</p>

BuildTECH Bulletin – Piles & Grade Beam

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.