

**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/RMHomepage/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](mailto: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](mailto: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](mailto: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](mailto: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:

<b>Map 1 – Preferred Transportation Corridors</b>	
Preferred transportation corridor .....	<input type="checkbox"/>
<b>Map 2 – Soil Capability for Agriculture</b>	
High capability (green) .....	<input type="checkbox"/>
Moderate capability (yellow) .....	<input type="checkbox"/>
Low capability (red) .....	<input type="checkbox"/>
Organic (brown) .....	<input type="checkbox"/>
<b>Map 3 – Separation Distances Required by a Potential ILO (FOR ILO APPLICATIONS ONLY)</b>	
No ILOs Permitted .....	<input type="checkbox"/>
ILOs up to 499 Animal Units .....	<input type="checkbox"/>
ILOs up to 2,000 Animal Units .....	<input type="checkbox"/>
ILOs > 2,000 Animal Units .....	<input type="checkbox"/>

<b>Map 4 – Development Constraints</b>	
Terrestrial wildlife habitat .....	<input type="checkbox"/>
Wetland .....	<input type="checkbox"/>
1 km rural-urban fringe .....	<input type="checkbox"/>
Future urban growth area .....	<input type="checkbox"/>
457 m lagoon setback .....	<input type="checkbox"/>
First Nations reserve .....	<input type="checkbox"/>
Provincial parks & recreation sites .....	<input type="checkbox"/>
Resort / country residential subdivision .....	<input type="checkbox"/>
Recreation development .....	<input type="checkbox"/>
<b>Map 5 – Digital Elevation Model</b>	
Approx. elevation between 462–554 (blue–cyan) .....	<input type="checkbox"/>
Approx. elevation between 554–645 (yellow–red) .....	<input type="checkbox"/>

**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).

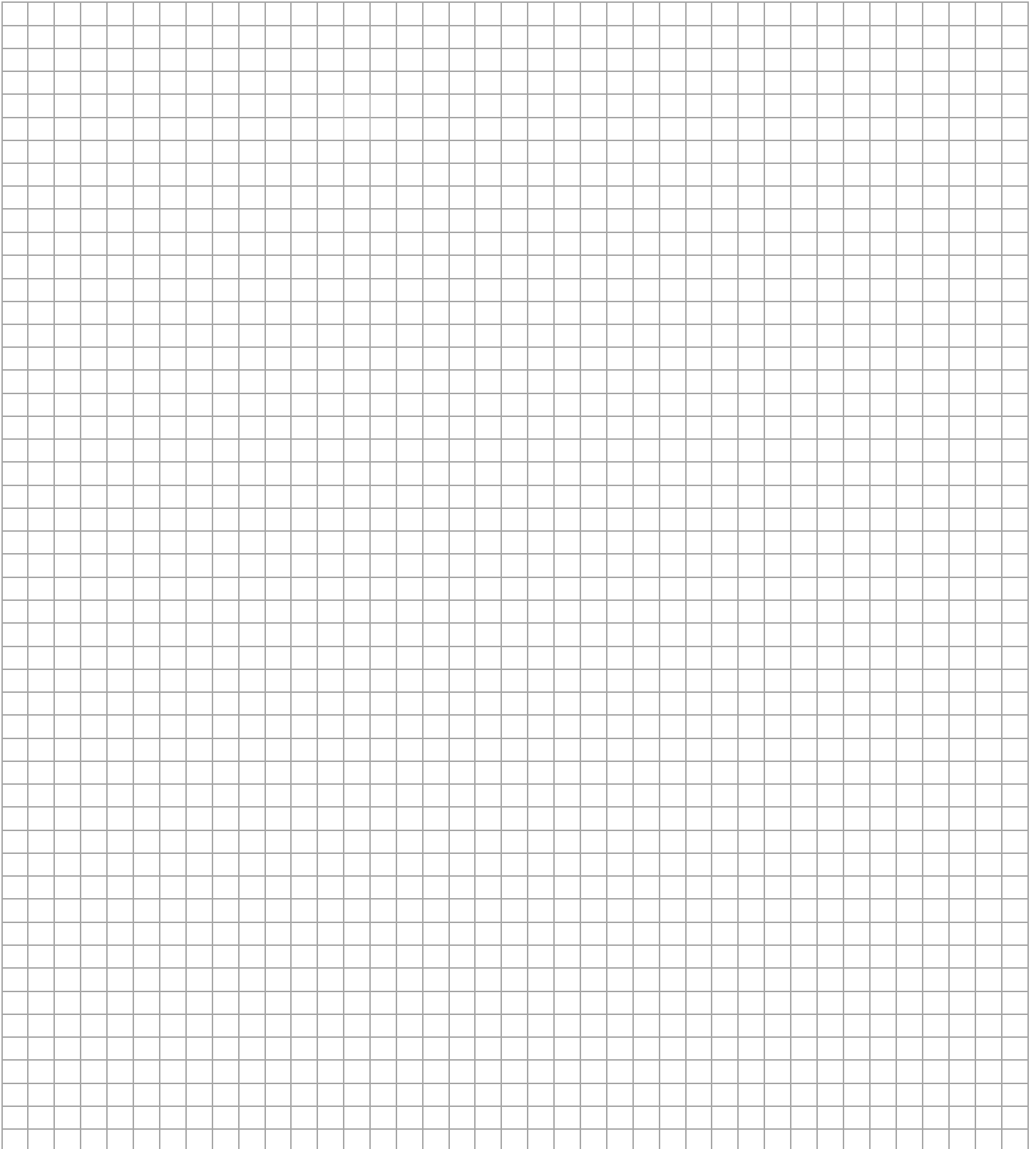
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
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 – MOBILE HOME

**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.

Please read BT Bulletin, “Manufactured Home Definitions” for additional information and clarification of how the National Building Code applies to this project.

NOTE: Mobile homes not constructed by a CSA Certified facility, and a CSA Label cannot be produced, the mobile home will likely not be permitted.

### Required Information:

A complete set of mobile home plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **BT Worksheet – Mobile Homes:**
  - Complete the BT Mobile Home Worksheet which identifies specific required information regarding the construction of the home and the foundation system details being proposed
- **Site Plan** with the following information:
  - Show size and location of proposed mobile home
  - 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
- **Mobile Home Layout Drawings** with the following information:
  - Exterior and Interior wall locations / room sizes and overall dimensions
  - Window sizes, locations, and type
  - Door sizes, locations and swing direction
  - HVAC unit/system location
- **Mobile Home Site Preparation and Anchorage Details**
  - See the BT Mobile Home Worksheet and information provided from CSA Z240

### When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
  - A foundation outside the scope of the CSA Z240 standard

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

- Final; house is placed on foundation system, ready for occupancy with all health and life-safety systems operating (if the foundation or portions of the foundation are to be covered prior to placement of the mobile home, then a separate foundation inspection is to be arranged).

### 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.



# BT WORKSHEET - MOBILE HOMES, SITE PREPARATION, AND FOUNDATION

### Information:

(Home info is typically found on the inside of a kitchen cabinet or elec)

Year Built: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial No.: \_\_\_\_\_

CSA No.: \_\_\_\_\_

Length: \_\_\_\_\_

Width: \_\_\_\_\_

Pier Spacing: \_\_\_\_\_

Site Plan: > Note distances to all property lines (can be approx if long distances).  
 > Indicate adjacent streets, lanes, if in an urban municipality or close to a PL.

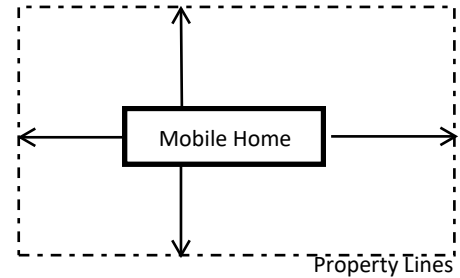
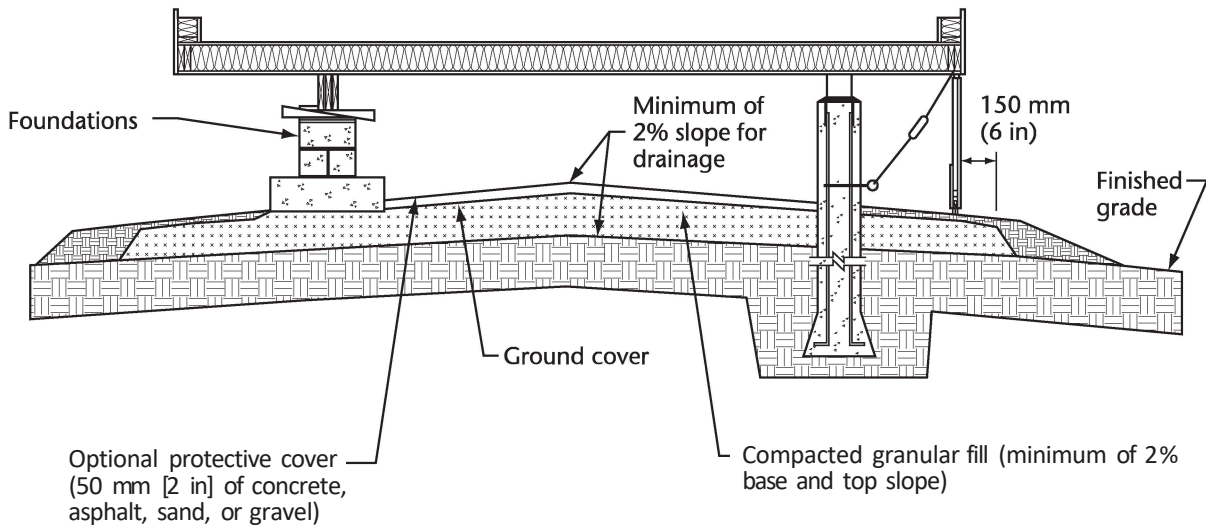


Fig 1. Foundation and Site Prep Example and Descriptions



### Notes:

- (1) The ground cover extends at least 150 mm (6 in) past the sides of the manufactured home.
- (2) The backfill base and ground cover are graded centre to outside or from side to side with a minimum slope of 2%.
- (3) The surrounding finished grade slopes away from the home.

### Foundation Type:

<input type="checkbox"/> Treated <input type="checkbox"/> Timbers <input type="checkbox"/> Concrete <input type="checkbox"/> Blocks
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Describe Size / Spacing of Foundation System:  
 (provide plan if necessary)

i.e. 3" diameter screw piles / 10'o.c. along beam

           i.e. 2x4 wood cribs / 3'x3' / 10' o.c. along

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### Anchorage:

Ground anchors not required:  
 The following information is required to determine if anchorage is not required:

Weight: \_\_\_\_\_

Dist between main beams: \_\_\_\_\_

Height of Pier: \_\_\_\_\_

Width of Pier: \_\_\_\_\_

Ground anchors to be installed:  
 Describe type and spacing:

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## 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.



## BuildTECH Bulletin – Manufactured Home Definitions

**“Mobile Home”** is a portable structure built on a metal chassis that:

- Is defined in the Canadian Standards Association (CSA) Z240 MH standards as a “mobile home”, a “multiple section mobile home”, or a “swing out and expandable room section mobile home”, and
- Bears a CSA seal attesting that the structure complies with the Z240 standards.
- Mobile home are also constructed with a deformation resistant frame which allows them to be placed on surface riding foundation such as wood cribbing.
- Some municipalities will not accept mobile unit builders than the mid 1990’s because of lower grade construction and safety standard (i.e. flammable interior wall boarding).

**“Modular Home”** is a factory built house that is designed and intended for use as a domestic residence and:

- Is constructed in climate controlled factories usually an assembly line by assembling manufactured three-dimensional modular units, each with four walls and a roof/ceiling, that are each at least one room or living area, and
- Bears a CSA seal attesting that the house complies with the A-277 standards
- Modular homes are designed to be placed on basements or crawlspaces that follow the prescriptive requirements of Part 9 of the National Building Code. Some Modular homes are designed with a deformation resistant frame which allows the house to rest on the same surface foundation a mobile home permits.

**“Ready-to-Move”/RTM** or “stick-built home” is a house that is fully assembled by the builder off site in a yard or facility that:

- Is a single structure designed for to be placed on basements or crawlspaces that follow the prescriptive requirements of Part 9 of the Nation Building Code, and
- Is entirely constructed away from the site on which it will be affixed to the permanent foundation.
- Some RTM builders are certified to produce CSA-277 compliant products but many utilize area building officials to inspect.
- RTM homes that are not constructed in a certified and audited CSA-277 facility are required to be inspected by a Saskatchewan Class 1 (or higher) Building Official at the framing stage, and prior to drywall stage with documented inspection reports available to the municipality prior to issuing a building permit.
- RTM homes not constructed in a CSA-277 facility, and that have not been inspected at required stages will not be permitted.



FORM C

I hereby make application for a permit to **MOVE A BUILDING** now situated on

City/Town \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan No. \_\_\_\_\_

Part \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W3rd

e.g. NE 27-56-07

to

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan No. \_\_\_\_\_

Part \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W3rd

e.g. NE 27-56-07

The building has the following dimensions: length \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_

The building mover will be \_\_\_\_\_

and the date of the move will be \_\_\_\_\_, 20 \_\_\_\_\_.

The building will be moved over the following route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The site work (filling, final grading, landscaping, etc.) which will be done after removal of the building includes \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I hereby agree to comply with the Building Bylaw of the local authority and to be responsible and pay for any damage done to any property as a result of the moving of the said building, and to deposit such sum as may be required by Section 6(1) (a) of the Building Bylaw. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, acts and regulations, and to obtain all required permits and approvals prior to moving the building.**

\_\_\_\_\_  
Date

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



## Onsite Sewage Works Application

Applications should be completed using the  
**Sask. Onsite Wastewater Disposal Guide**

In compliance with the provisions of *The Private Sewage Works Regulations*, application is hereby made for permission to: Construct Reconstruct Extend Connect the private sewage works on the premises or property of:

Sewage Works Installer Information	Sewage Works Installer				
	Installer Address (Box #, Street)		E-mail Address (preferred option)		
	Town/City	Postal Code	Phone #	Cell #	Fax #

Property Owner Information	Property Owner		E-mail Address (preferred option)		
	Mailing Address		Phone #	Cell #	
	Town/City	Postal Code			

Location Information	RM #	Subdivision Name	Lot	Block OR Parcel	Plan	
	<b>AND/OR</b>					
	RM #	Subdivision Name	Section e.g. NE-15	Township	Range	West of _____ Meridian

- A** Expected Daily Sewage Volume \_\_\_\_\_ litres (gallons) # of bedrooms \_\_\_\_\_ Garburator  Yes  No
- B** 1. Soil Classification:  Yes  No **-OR-** Percolation Test \_\_\_\_\_ minutes per 25 mm (1 inch)  
 2. Sand fraction size distribution soil test must be conducted for soil classifications containing sand.
- C**  Septic Tank  Package Treatment Plant  
 First Compartment working capacity \_\_\_\_\_ litres (gallons) Manufacturer \_\_\_\_\_
- D** Disposal Systems:  
 Single Compartment Holding Tank \_\_\_\_\_ litres (gallons) *Part B not required* Manufacturer \_\_\_\_\_  
 Jet Type Disposal *Part B not required*  
 Gravity Absorption Field  
 Pressure Absorption Field  
 Gravity Flow Chamber System  
 Pressure Chamber System  
 Sewage Mound type I  
 Sewage Mound type II  
 Enviro Septic System (include sizing information and soil particle count as required by manufacturer)  
 At Grade LFH  
 Lagoon Volume \_\_\_\_\_
- E** Depth to water table from ground surface:  greater than 3 meters \_\_\_\_\_ m (ft)  less than 3 meters \_\_\_\_\_ m (ft)
- F** Size of parcel in hectares / acres: \_\_\_\_\_
- G** Detailed Site Plan must be provided (see page 2)

**Fee: \$30.00** (Applications will NOT be processed without complete payment from **the applicant ONLY**. See attached page 3.)

Applicant Name (please print)	Applicant Signature	Date
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## Payment Information

Credit Card Number                      Expiry Date              3 Digit Code on Back of Card              Name on Credit Card

Do you want your receipt mailed to you?    YES              NO    **\*\* please note – receipts will NOT be emailed**

**Methods of payment accepted:**

- Visa or Master Card (*email to local office below*)
- Other (*Please contact local office below*)

Office Location	Telephone	Email
La Ronge	306-425-8512	<a href="mailto:healthinspectors@pophealthnorthsask.ca">healthinspectors@pophealthnorthsask.ca</a>
Melfort	306-752-6310	<a href="mailto:publichealth@kthr.sk.ca">publichealth@kthr.sk.ca</a>
Moose Jaw	306-691-1500	<a href="mailto:phi@fhhr.ca">phi@fhhr.ca</a>
North Battleford	1-888-298-0202	<a href="mailto:PublicHealthInspection@pnrha.ca">PublicHealthInspection@pnrha.ca</a>
Prince Albert	306-765-6600	<a href="mailto:public.health.inspection@paphr.sk.ca">public.health.inspection@paphr.sk.ca</a>
Regina	306-766-7755	<a href="mailto:eph.regina@saskhealthauthority.ca">eph.regina@saskhealthauthority.ca</a>
Rosetown	306-882-2672 Ext. 3 then option 2	<a href="mailto:Public.Health@hrha.sk.ca">Public.Health@hrha.sk.ca</a>
Saskatoon	306-655-4605	<a href="mailto:PHIOC@saskatoonhealthregion.ca">PHIOC@saskatoonhealthregion.ca</a>
Swift Current	306-778-5280	<a href="mailto:phis@cypressrha.ca">phis@cypressrha.ca</a>
Weyburn	306-842-8618	<a href="mailto:PubHealthInspection@schr.sk.ca">PubHealthInspection@schr.sk.ca</a>
Yorkton	306-786-0600	<a href="mailto:PublicHealthInquiries@shr.sk.ca">PublicHealthInquiries@shr.sk.ca</a>



Public Health Inspection  
1521 - 6th Ave. West  
Prince Albert, S6V 5K1  
P: 306-765-6600 | F: 306-765-6471  
pubhealth@paphr.sk.ca

May 1, 2023

Sewage Contractors

## RE Sewage Permit Application Changes

Public Health Inspectors in the Saskatchewan Health Authority (SHA) provides a variety of services related to sewage under *The Private Sewage Works Regulations*.

Each former regional health authority had unique applications that could only be used for that area. In order to improve the services of this program one permit application form will be used throughout the SHA this year. A copy of this form is attached.

In former Prince Albert Health Region, the submitted application will be processed by email and once the sewage work is completed and approved, the hardcopy the permit will be mailed. The fee for a sewage application permit will be **\$30**.

Effective immediately the new application form along with payment will be required in advance of all sewage inspections. Payments will be accepted by credit card or cheque. Applications must be signed. Permits will not be issued to homeowners when the work is being conducted by a contractor.

### The process for sewage permit application, approval and inspections will be follows:

- Step 1:** Submit permit application and payment to:  
[pubhealth@paphr.sk.ca](mailto:pubhealth@paphr.sk.ca)
- Step 2:** Public Health Inspector reviews the application.  
1. Accepted applications – Contractor will receive an email with a permit number  
2. Rejected applications – Contractor will have application returned for resubmission.
- Step 3:** Contractor contacts the district inspector for an inspection via [pubhealth@paphr.sk.ca](mailto:pubhealth@paphr.sk.ca) . To book an inspection, the permit number and location must be provided. Contractors must give at minimum 5 business days' notice to arrange an inspection time. **You may not schedule an inspection prior to permit approval and payment.**
- Step 4:** Once the sewage works is inspected and approved, the district inspector issues the completed permit to the applicant.



## Permit Approval and Inspections

Contractors must submit the application and payment prior to conducting on site work.

Please note:

- Permit applications are required for all sewage works, including but not limited to new construction and any alterations to existing sewage works.
- **Prince Albert Credit Card payments will appear on your statement as:**  
**‘Victoria Hospital Cashier’**
- Sewage permits expire when there is no request for inspections within 6 months from the date of issue or the date of initial inspection.
- When major deficiencies are encountered, a letter documenting the issues will be sent to the contractor. Contractors will not be able to book further inspections until the deficiencies are resolved.
- Major/significant deficiencies requiring a re-inspection may be subject to additional fees.

For your information *The Private Sewage Works Regulations* and guidance regarding onsite sewage systems is available online at <https://www.saskatchewan.ca/residents/environment-public-health-and-safety/environmental-health/sewage>

Sincerely,



Paul Ross, BHSc., CPHI(c)  
Clinical Integration Manager – Environmental Public Health  
Integrated Northern Health  
Saskatchewan Health Authority

## ***Healthy People, Healthy Saskatchewan***

The Saskatchewan Health Authority works in the spirit of truth and reconciliation, acknowledging Saskatchewan as the traditional territory of First Nations and Métis People.

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