

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).

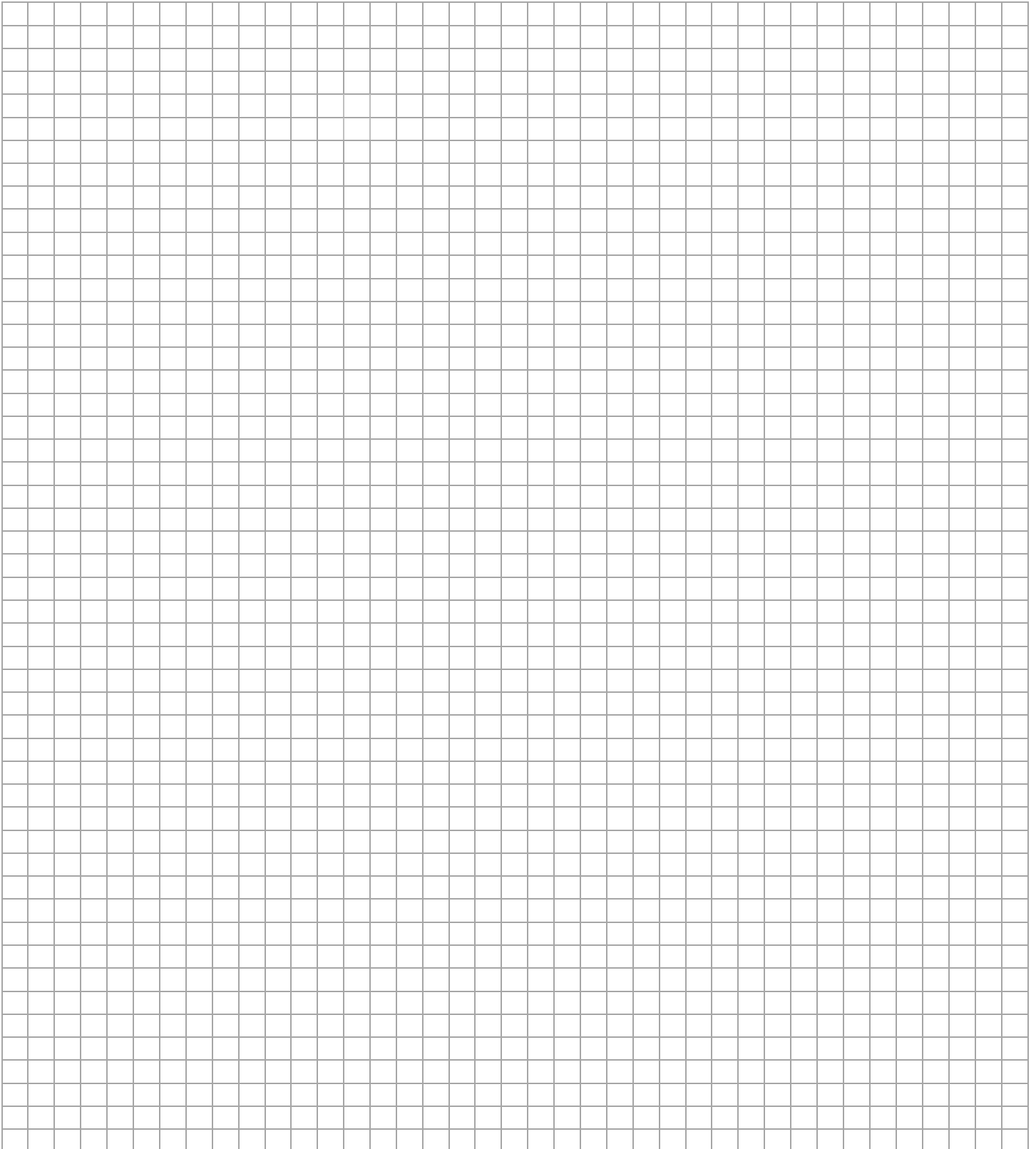
 Signature of Applicant

 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 – NEW HOUSE

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:

- **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.
- **Complete House Plans include:**
 - Floor plans including exterior and Interior wall locations / room sizes and overall dimensions / room use
 - Stair locations and dimensions (cross sections)
 - Window and door sizes, locations, and type (U-value)
 - HVAC unit/system location
 - Smoke alarm / CO alarm locations and interconnection
 - Foundation details including type (i.e. concrete, ICF, PWF, etc) and all structural components and details
 - Roof detail (engineer truss design and layout, roof rafters)
 - Floor detail (joist type, size, spacing and layout, beam sizes and posts, etc)
 - Any “Tall Wall” design details; note substantial “Tall Walls” will require professional design and engineered sealed drawings
- **Addition Required Documentation:**
 - Energy Efficiency Compliance Form – this will require assistance from the house design professional
 - Ventilation System Design Form – your HVAC contractor will need to fill this out

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - Grade beam and pile foundation supporting living space
 - Shallow garage footing foundation supporting living space
 - Walk-out foundations
 - When set out by recommendations of a geo-technical investigation
 - Substantial “Tall Wall” systems (i.e. studs full height of 2-storeys, rake-head wall designs, etc.)

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

- Pre-backfill / Foundation; an inspection prior to backfill is generally the first inspection, however, certain situations may require inspection of rebar prior to concrete or footing arrangement.
- Framing; typically house is at “lock-up” stage (shingles, doors & windows installed) with electrical and mechanical rough-ins complete, or nearing completion.
- Insulation / Poly; the pre-drywall inspection is not mandatory in all jurisdictions – see inspection schedule on your plan exam report once issued, or contact the municipality.
- Final / Occupancy; house is ready for occupancy with all health and life-safety systems operating.

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.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours notice.

Application:

As per Article 9.36.1.3 of NBC 2015, the code applies to the design and construction of all *buildings* and *additions* including:

- *Buildings* of residential occupancy to which Part 9 applies.
- *Buildings* containing *business and personal services, mercantile or low hazard industrial* occupancies to which Part 9 applies to whose combined floor area does not exceed 300 m², excluding parking garages serving residential occupancies.
- *Buildings* containing any mixture of the above two.

Energy Performance compliance applies only to:

- Houses with or without a secondary suite.
- Buildings containing only dwelling units and common spaces whose floor area does not exceed 20% of the floor area of the building.

Notes:

At this time Section 9.36 of the NBC is being applied to *New Buildings* and *Additions* while we develop the energy efficiency requirements to alterations and renovations. As such, this form is currently required for *New Buildings* and *Additions* only.

Definitions:

***Competent person** is defined as a person who is familiar and fluent with building design under Section 9.36 of the NBC and acceptable to the Authority Having Jurisdiction.

***New Building, for ground oriented dwelling units**, means the initial construction and footprint of the base building.

***New Building, for other project types**, means the base building and the initial tenant development / fitout.

***Addition** means any conditioned space that is added to an existing building that increases the building footprint and / or the above grade floor area.

This form clarifies the design direction chosen for new buildings* and additions* to comply with Section 9.36 of the current National Building Code of Canada (NBC).

All calculations are required to be completed by a *competent person** and attached to this form to be accepted for review.

| Conversions: | |
|------------------------|--------------------|
| R = 5.678 x RSI | U = 1 / RSI |

Section A: Prescriptive

| Project Information | | | |
|---|-------------------------------------|------------------------|------------------------------------|
| Project Address _____ | | | BPA Number (Office use only) _____ |
| Occupancy Class: _____ | Floor Area (m ²): _____ | Climate Zone: _____ 7A | |
| Design Option: <input type="checkbox"/> Prescriptive (See Section A) <input type="checkbox"/> Trade-Off (See Section B) <input type="checkbox"/> Performance (See Section C) | | | |

HRV / ERV: Yes No

| Effective Thermal Resistance of Above Ground Opaque Building Assemblies (RSI) | | | | |
|---|--------|---------|----------|------------|
| Assembly | w/ HRV | w/o HRV | Proposed | Office Use |
| Ceilings below attics | 8.67 | 10.43 | | |
| Cathedral / Flat roofs | 5.02 | 5.02 | | |
| Walls & Rim joists | 2.97 | 3.08 | | |
| Floors over unheated spaces | 5.02 | | | |
| Floors over garage | 4.86 | | | |

| Thermal Characteristics of Fenestration, Doors and Skylights (U) | | | |
|--|---|----------|------------|
| Assembly | Efficiency | Proposed | Office Use |
| Windows & Doors | Maximum U-Value 1.60 or Minimum Energy Rating ≥ 25 | | |
| One door exception | Maximum U-Value 2.60 | | |
| Attic hatch | Maximum U-Value 0.38 | | |
| Skylights | Maximum U-Value 2.70 | | |

| Effective Thermal Resistance of Below-Grade or In-Contact-With-Ground Opaque Buildings Assemblies (RSI) | | | | |
|---|-------------|-------------|----------|------------|
| Assembly | w/ HRV | w/o HRV | Proposed | Office Use |
| Foundation Walls | 2.98 | 3.46 | | |
| Slab On Grade With Integral Footing | 2.84 | 3.72 | | |
| Unheated floors: (does not apply to crawl spaces) | | | | |
| Below Frost Line | uninsulated | uninsulated | | |
| Above Frost Line | 1.96 | 1.96 | | |
| Heated Floors | 2.84 | 2.84 | | |

Calculations of RSI_{eff} for the above assemblies are required to be submitted.

| HVAC Equipment Performance Requirements | | | | | |
|---|--|--|---|----------|------------|
| Equipment | Capacity KW | Standard | Min. Efficiency | Proposed | Office Use |
| Gas Fired Furnace w or w/o A/C | ≤ 65.9 | CSA P.2 | AFUE ≥ 92% | | |
| | > 65.9 & ≤ 117.23 | CAN/CSA-P.8 | E _t ≥ 78.5% | | |
| Electric Boiler | ≤ 88 | (1) | | | |
| Gas Fired Boiler | ≤ 88 | CSA P.2 | AFUE ≥ 90% | | |
| | > 88 & ≤ 117.23 | AHRI BTS | E _t ≥ 83% | | |
| Other | | | | | |
| Heat Loss / Gain Calculations | Calculations were prepared in conformance with CSA 280 | | | Yes / No | |
| Nomenclature | AFUE= annual fuel utilization efficiency, E _t = thermal efficiency | | | | |
| Water Heaters Performance Requirements | | | | | |
| Equipment | Capacity KW | Standard | Min. Efficiency | Proposed | Office Use |
| Tank Storage Electric | ≤ 12 kW (50 L to 270 L capacity) | CAN/CSA-C191 | SL ≤ 35 + 0.20V (top inlet) | | |
| | | | SL ≤ 40 + 0.20V (bottom inlet) | | |
| | ≤ 12 kW (>270 L and ≤ 454 L capacity) | | SL ≤ (0.472V) - 38.5 (top inlet) | | |
| | | | SL ≤ (0.472V) - 33.5 (bottom inlet) | | |
| >12 kW (>75 L capacity) | ANSI Z21.10.3/CSA 4.3 & DOE 10 CFR, Part 431, Subpart G | S = 0.30 + 27 / V _m | | | |
| Tank Storage Gas Fired | < 22 kW | CAN/CSA-P.3 | EF ≥ 0.67 — 0.0005V | | |
| | ≥ 22 kW | ANSI Z21.10.3/CSA 4.3 | E _t ≥ 80% and standby loss ≤ rated Input / (800 + 16.57)(√V) | | |
| Tankless Gas Fired | ≤ 73.2 kW | CAN/CSA-P.7 | EF ≥ 0.8 | | |
| | > 73.2 kW | ANSI Z21.10.3/CSA 4.3 and DOE 10CFR, Part 431, Subpart G | E _t ≥ 80% | | |
| Tankless Electric | No standard addresses the performance efficiency; however, their efficiency typically approaches 100% | | | | |
| Other | | | | | |
| Nomenclature | EF = energy factor in %/h, E_t = thermal efficiency S = standby loss in %h, SL = standby loss in W, V = volume V_m = measured storage volume in US gallons | | | | |

(1) Must be equipped with automatic water temperature control. No standard addresses the performance efficiency; however their efficiency typically approaches 100%

Section B: Trade Off

To be completed and submitted for review by a *competent person**

- Opaque to opaque – One or more above-ground opaque building envelope assemblies are permitted to be less than required, provided one or more above-ground opaque building envelope assemblies are increased to more than required.
 - Walls and joist type roofs must maintain minimum 55% of the required RSI_{eff}
 - All other assemblies must be minimum 60% of the required RSI_{eff}
 - The sum of the areas of all traded assemblies divided by their RSI_{eff} must be less than or equal to what it would have been if all assemblies had met 9.36.2.6
- Transparent to transparent – One or more windows are permitted to be less than required, provided one or more windows are increased to be more than required.
 - The traded windows must have the same orientation.
 - The sum of the areas of all traded windows divided by their RSI_{eff} must be less than or equal to what it would have been if all windows had met 9.36.2.7
- Opaque to transparent – This option is meant to allow reduced insulation for factory-constructed buildings with a low floor to ceiling height and a fenestration and door area to gross wall area ratio of 15% or less.

All calculations are required to be attached to this form to be considered complete and be accepted for review. The location and extent of assemblies used in the calculation shall be clearly identified on the drawings by hatch.

Section C: Performance

This option is available only to houses with or without secondary suites, and buildings that contain only dwelling units with common spaces that are less than 20% of the building’s total floor area.

To be completed and submitted for review by a *competent person**

| Input parameters | | Reference Model | Proposed Model |
|--|---------------------------------|-----------------|------------------------|
| Airtightness (air exchanges per hour @ 50 Pa) | | | |
| Thermal mass ($MJ/m^2 \cdot ^\circ C$) | | | |
| Ventilation rate (l/s) | | | |
| HRV Efficiency | | | |
| Fenestration and door to wall ratio (FDWR) – reference (%) | | | |
| Direction of front elevation (clearly circle one) | | | N NE E SE S SW W NW |
| Area of windows and doors | Front elevation (m^2) | | |
| | Rear elevation (m^2) | | |
| | Left elevation (m^2) | | |
| | Right elevation (m^2) | | |
| | Total area of windows (m^2) | | |
| Total area of opaque doors (m^2) | | | |
| Energy use (GJ) | | | |
| Software title | | Version | |
| Is software ANSI/ASHRAE 140 compliant or Hot 2000? | | Yes / No | |

Declaration

I hereby certify that the calculations submitted were prepared in full accordance with Subsection 9.36.5 of the 2015 NBC or the Energuide Rating System and the operation procedures of the software.

Print Name

Business Name

Address

Email

Phone Number

Signature

Date

The full modelling report generated by an ANSI/ASHRAE 140 compliant software package or Hot 2000 software is required to be submitted.



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 | |
| | AND/OR | | | | | |
| | 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 |
|-------------------------------|---------------------|------|

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



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
- 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 . 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.

NOTICE OF CONFIDENTIALITY: This information is for the recipient(s) listed and is considered confidential by law. If you are not the intended recipient, any use, disclosure, copying or communication of the contents is strictly prohibited.