

**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:

**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).

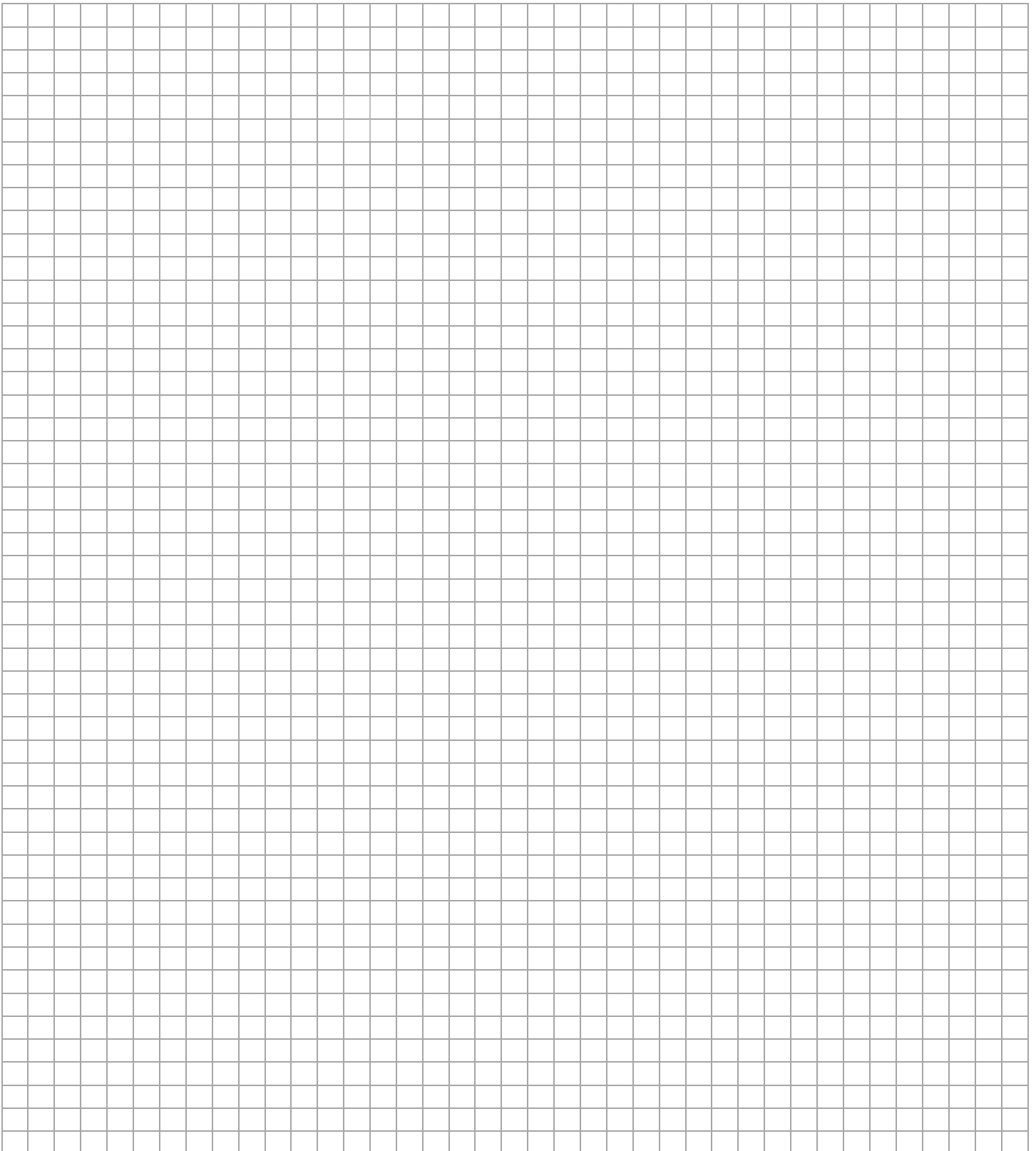
\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**RURAL MUNICIPALITY of BIG RIVER No. 555**

— SASKATCHEWAN —

SITE PLAN / VICINITY MAP



Additional Information

Please reference which section the additional information is referring to.

A series of horizontal lines providing space for writing additional information.



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 – POLE SHED (Residential Accessory Building Only)** **NOT FOR COMMERCIAL USE**

**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 for the accessory building are required to be submitted along with the municipal **Building Permit**

**Application** (contact municipality). The plans shall include:

- **Site Plan** with the following information:
  - Show size and location of proposed pole shed
  - 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
- **Pole Shed Construction Drawings** with the following information:
  - All structural components; building size / dimensions, pole size / type and spacing, beam size, truss layout / spacing
  - Exterior finishes; roofing and wall cladding
  - Concrete slab details (if applicable)
  - Interior wall location if being developed
  - Window sizes and locations
  - Door sizes, location and swing direction
  - Heating unit/system location (if applicable)

### **When is an Engineer Required?**

- Professionally designed sealed engineer drawings are required for the following conditions:
  - When the truss span is greater than 32 feet
  - When the structure supports living space
  - Sloped conditions / retaining wall incorporated
  - When set out in recommendations of a geo-technical investigation
  - When the project is for commercial use, and not simply as an accessory building / detached garage for a single family project

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

- One inspection is typically required following the building framing, prior to interior cladding, and ideally when the exterior cladding is complete.
- A follow-up inspection may be required depending on complexity or type of interior finishes.