

DISTRICT OF KATEPWA
P.O. BOX 250
LEBRET, 5K SOG 2Y0
(306) 332-6645

TO: BUILDING PERMITS APPLICANT OWNER OF PROPERTY
FROM: JAKE MEYER, BUILDING INSPECTOR

RE: ATTACHED BUILDING PERMIT APPLICATION

Lot(s) _____ Block _____ Plan _____
Civic
Address _____

The responsibility for compliance with building regulations rests with the owner of the property. An owner may, if desired, appoint another party, such as a contractor, to act on his/her behalf.

Upon approval of this application by the District Council written approval will be given, with any permit conditions. The written approval with any permit conditions plus this letter and application shall act as the building permit. Before approval can be given, the following plans shall be attached to the application.

- _____ site plan
- _____ basement, foundation and framing plan
- _____ floor plan
- _____ roof plan
- _____ sectional drawing of the house plus all details
- _____ elevation plan
- _____ electrical plan
- _____ heating, ventilation and plumbing plan

No permit shall be issued before all appropriate plans have been received. These plans must contain enough information so that the Building Inspector can tell if the National Building Code is being followed. See attached plan detail lists showing information required on the plans. The application must be received at the District Office at least one week prior to the council meeting before any approval to construct may be given.

Obtaining a permit is the first step in the completion of a project which meets the District of Katepwa's long term planning objectives and the minimum requirements for structural safety and life safety in a building. Not all plans show all aspects of a project. Accordingly, the issuance of a

permit does not relieve an owner from complying in all aspects with the building regulations of the District of Katepwa.

Building inspections will be carried out as your project progresses. Please call to inform us of the date you will start the project and at the following stages to arrange inspections:

Type of Inspection

- 1. Foundation
- 2. Framing
- 3. Ready to Drywall
- 4. Final

When to Call

- Before backfilling
- When all framing is complete
- Prior to drywall work
- All work complete

It is the owner's responsibility to pay for the costs of all inspections required.

It is important to note that if work is covered prior to an inspection you may be required to uncover all or portions of the work at your expense to facilitate that inspection.

Please ensure that your contractor has a copy of all the information he needs, including site plan and drawings. A copy of the drawings should be available on site at all times.

Good luck with your project.

Yours truly,

The District of Katepwa,
Building Inspector

Acknowledged by:

Owner/Agent

Date

DISTRICT OF KATEPWA

DEVELOPMENT PERMIT APPLICATION

1. Name of Applicant _____
Mailing Address _____
Name of Registered Owner _____
Mailing Address _____

2. Legal description of land proposed for development
Lots _____ Block _____ Plan _____
Civic Address _____

3. Existing land use _____

4. Area of site proposed for development _____

5. Proposed development involves: _____
New building _____ Alteration _____
Addition _____ Relocation of building _____

6. Intended primary use _____

7. Specific description of proposed development _____

8. Other comments in support of application _____

9. Site Plan - Please provide a sketch in the space following showing:
- a) Dimensions of parcel and location of existing and/or proposed buildings;
 - b) Topographical features (i.e. water courses, drainage ditches, sloughs, wooded areas);
 - c) Adjoining land uses;
 - d) Size and location of easements of right-of-ways; and
 - e) Location of streets, lanes, roads and highways.

10. Declaration of Applicant

I, _____, of the District of Katepwa in the Province of Saskatchewan, solemnly declare that all the above statements contained with the application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same forces and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Date _____ Signature _____

DISTRICT OF KATEPWA

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to _____ move in, _____ construct, _____ alter or _____ reconstruct a building according to the information below and to the plans and documents attached to this application.

Owner _____ Address _____ Phone _____

Foundation Soil Classification and Type _____

Footings: Material _____ Size _____

Foundation: Material _____ Size _____

Exterior Walls: Material _____ Size _____

Roof: Material _____ Size _____

Studs: Material _____ Size _____

Floor Joists: Material _____ Size _____

Girders: Material _____ Size _____

Rafters: Material _____ Size _____

Chimneys: Number _____ Size _____

Material _____ Thickness _____

Heating: Lighting _____ Plumbing _____

Holding Tank: Material _____ Size _____

Estimated Value of construction (excluding site) \$ _____

Building area (area of largest story) _____ square meters

Administration Fee and inspection fees as laid out in Form E (attached but not forming part of the Building Bylaw) Must be paid Prior to a Building Permit being Issued.

I hereby agree to comply with the Building Bylaw of the municipality and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the municipality 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 Council of its authorized representative.

I also acknowledge that the costs of all inspections are my responsibility.

Date

Signature of Owner or Owner's Agent

CHECK LIST OF INFORMATION REQUIRED WREN SUBMITTING A BUILDING PERMIT APPLICATION

A building permit application form (adopted as part of your Building Bylaw) must be completed and signed by the owner or an agent of the owner. Information required on the application form should include:

- _____ address and legal description of building location
- _____ owner's name, address, telephone number
- _____ designer's name, address, telephone number
- _____ contractor's or builder's name, address, telephone number
- _____ use and size of building
- _____ type of work being done (new, addition, alteration, renovation, repair, etc.)
- _____ construction information (materials) unless shown completely on drawings
- _____ value of construction for all of the work including materials, installed systems, labor, overhead and profit

Drawings, two copies should be submitted with the completed building permit application to show what will be built. All drawings should:

- _____ show the owner's name, project name, and date
- _____ be drawn to scale
- _____ be dimensioned
- _____ ensure that a competent person acceptable to the appropriate local authority has designed or reviewed the design of the building
- _____ clearly show the locations of existing and new construction for additions, alterations and renovations

The drawings that are needed to completely describe a proposal are listed below. Information typically shown on these drawings is listed, but other information may be needed to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be needed.

- _____ SITE PLAN — building address; street name; size of the site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage
- _____ FOUNDATION PLAN — overall size of the foundation; size and location of footings, piles, foundation walls; size and locations of openings for doors, windows; foundation drainage
- _____ FLOOR PLAN — size and location of: interior and exterior walls; exits; doors (including door swings and hardware); stairs; windows; built-in furnishings
- _____ STRUCTURAL PLANS — size, material and location of: columns; beams; joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details
- _____ ELEVATIONS — views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys
- _____ CROSS-SECTIONS AND DETAILS — cut through views of the buildings; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapor protection; insulation
- _____ MECHANICAL PLANS — description and location of heating, ventilating and air-conditioning equipment; location of registers; location of plumbing fixtures
- _____ ELECTRICAL PLANS — type and location of lighting; type and location of receptacles, location of hard-wired smoke detector

All Fees must be paid prior to a permit being issued.