

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:

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Owner/Agent

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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".

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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.

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

## CHECK LIST OF INFORMATION REQUIRED WHEN 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.**



**ROOF SYSTEM**

- Type of roofing \_\_\_\_\_ ( Asphalt, tile, metal etc.)  
if metal roof indicate guage and strapping \_\_\_\_\_ X \_\_\_\_\_ @ \_\_\_\_\_
- Roof Sheathing 7/16" OSB, Plywood or \_\_\_\_\_
- Engineered trusses @ 24" centers, slope \_\_\_\_\_ in 12  
or
- Rafters \_\_\_\_\_ X \_\_\_\_\_ @ \_\_\_\_\_ centers
- Ceiling joists \_\_\_\_\_ X \_\_\_\_\_ @ \_\_\_\_\_ centers
- Ceiling Insulation type and R-value \_\_\_\_\_
- Vapour Barrier 6 mil poly or \_\_\_\_\_
- Ceiling finish \_\_\_\_\_ (plywood, gyprock, metal, suspended)  
if metal indicate size & spacing of strapping \_\_\_\_\_ X \_\_\_\_\_ @ \_\_\_\_\_
- Type of heating \_\_\_\_\_
- Electrics \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



# DETACHED GARAGES

Indicate the following:

**ROOF:**

Type of roof shingles \_\_\_\_\_  
 Type and thickness of roof sheathing \_\_\_\_\_  
 Spacing of roof trusses \_\_\_\_\_  
 Slope of roof \_\_\_\_\_  
 Width of overhang \_\_\_\_\_

**WALL:**

Type of siding \_\_\_\_\_  
 Type and thickness of wall sheathing \_\_\_\_\_  
 Size and spacing of studs \_\_\_\_\_  
 Height of wall \_\_\_\_\_  
 Type, size and spacing of anchor bolts \_\_\_\_\_

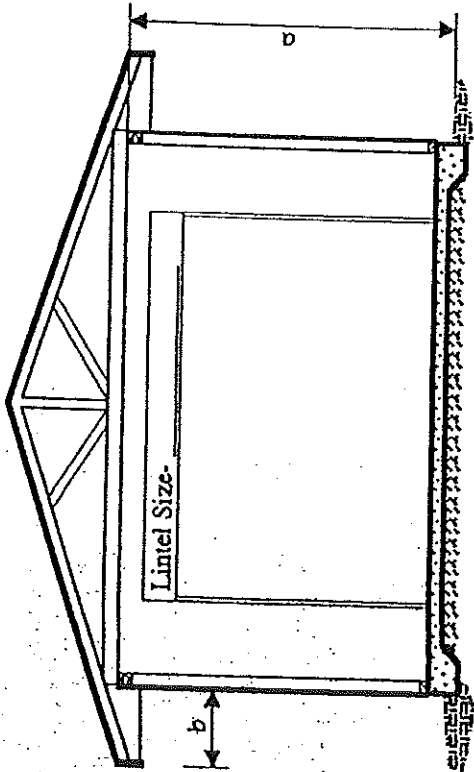
**SLAB:**

Thickness of slab \_\_\_\_\_  
 Type of sub base \_\_\_\_\_

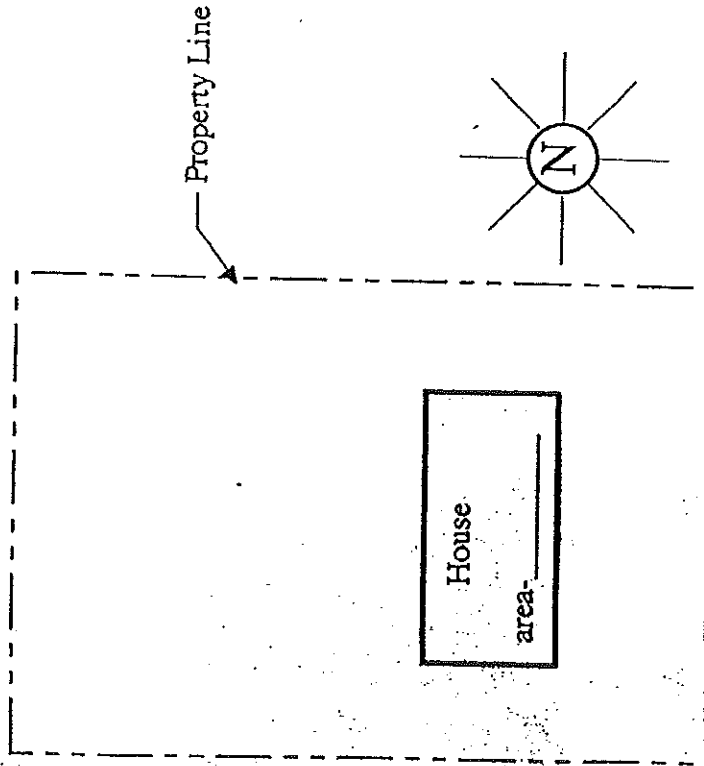
*TOP SOIL & VEGETATION MUST BE REMOVED.  
 MIN. CONC. STRENGTH 25 MPa WITH 5 TO 8% AIR ENTRAINMENT  
 USE SILL GASKET BETWEEN CONC. & BTM. PLATE.*

**SITE PLAN:**

Show size and location of proposed garage  
 Show distance to side property line  
 Show distance to rear property line  
 Show distance to house  
 Show lot dimensions and shape of lot  
 Show all existing buildings  
*SHOW LOCATION OF DOORS & WINDOWS.*



**SECTION**



Front Street  
**SITE PLAN**

DISTRICT OF KATEPWA  
BOX 250  
LEBRET, SASK.  
S0G 2Y0

DEMOLITION, MOVING OR REMOVING PERMIT

Permission is hereby granted to \_\_\_\_\_ to

Demolish \_\_\_\_\_ Move \_\_\_\_\_ OR Remove \_\_\_\_\_

a building now situated on:

Civic Address or location \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

TO Civic Address or location \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

TO Out of the municipality \_\_\_\_\_

in accordance with the application dated \_\_\_\_\_. **This permit expires six months from the date of issue.**

This permit is issued subject to the following conditions:

Any deviation, omission or revision to the approved application requires approval of the Council or its authorized representative.

Permit Fee \$100.00

Deposit Fee \$1000.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative