



BUILDING PERMIT PACKAGE & REGULATIONS

The following are basic regulations that must be followed when constructing, moving or demolishing buildings within the Town of Strasbourg:

1. All buildings being constructed or renovated must conform to the **National Building Code**.
2. A **Development Permit** and **Building Permit** must be obtained prior to construction or renovation.
3. **Fees:** **Development Permit Fee** – for permitted use or demolition: **\$25.00**
SAMA Maintenance Inspection Service Fee: **20.00**
Building Permit Fee: **\$30.00** (for the 1st \$5,000 Value of Construction)
plus \$1.00 for every \$1,000 over 5,000
PBI Plan Review & Inspections Fees: price varies for projects
4. We require all buildings with a permanent foundation and/or a minimum square footage of 100 sq ft to be staked by a surveyor prior to construction. A surveyor is to provide grade elevation, setback pins, and depth of the basement prior to excavating. A **Surveyor's Real Property Report (Surveyor's Certificate)** must be provided to our office upon completion of the foundation to show compliance with setbacks.
5. A **Permit to Move or Demolish** any building must be obtained prior to such moving or demolishing. **The Demolition and Moving Permit Fee is \$25.00.** A Demolition/Moving Deposit is required and will be refunded once the site is restored to satisfactory condition. Deposit not required for sheds and decks.

	Over 720 sq ft	Under 720 sq feet
Demolition Deposit	\$1000.00	\$500.00
Moving Deposit	\$1000.00	\$500.00

6. Every property owner shall:
 - a) Permit the Building Inspector to enter any building at any reasonable time for the purpose of administration of the Building Bylaw No. 358/15.
 - b) Obtain, where applicable, from the Building Inspector or other appropriate official, permits or information relating to zoning, lot grading, sewer and water connections, plumbing, signs, electricity or gas, required in connection with the work.
7. Owners/contractors are advised that neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the Building Inspector shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in accordance with the requirements of Building Bylaw No. 358/15.
8. Lots must be graded to provide proper drainage.
9. **Building setbacks in residential areas** are as follows:

Front Yard - 20 feet
Side Yard - 4 feet
Rear Yard - 26 feet

The setback for accessory buildings in the rear yard is **2.5 ft** from the side property line. However, accessory buildings with doors opening onto a street or lane must be at least **5 feet** from the property line on which the doors open. (Notwithstanding requirements for driving sightlines for lots adjacent to streets and alleys)



INFORMATION REQUIRED FOR BUILDING PERMIT APPLICATION

A building permit application form must be completed by the owner or an agent of the owner. Information required on the application form includes:

- Civic Address and Legal Land Description of building location.
- Owner's name, address, telephone number, email.
- Designer's name, address, telephone number, email.
- Contractor's or builder's name, address, telephone number, email.
- Use and size of building.
- Type of work being done (new, addition, alteration, renovation, repair, etc.).
- Construction information (materials).
- Estimated Value of Construction for all of the work *including* materials, installed systems, labour, overhead and profit.

Drawings must 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 (1:50 or 1/4" = 1' or to suit) and the scale should be noted.
- Be blackline or blue-line prints on good quality paper.
- Have legible letters and dimensions, which can be read from the bottom or right-hand side of the page.
- Be marked with the architect's or engineer's stamp and signature (if professional design is required).
- Clearly show the locations of existing and new construction for additions, alterations and renovations.

The drawings that will be required are listed below. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

- SITE PLAN** - building address; street names; 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** – **must be Engineered**; showing overall size of the foundation; size and location of footings, piles, foundation walls; size and location of openings for doors, windows; foundation drainage.
- FLOOR PLAN** - size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.
- ARCHITECTURAL 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 building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapour protection; insulation.
- MECHANICAL PLANS** – description and location of heating, ventilating and air-conditioning equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and piping; size and location of sprinkler system equipment.
- ELECTRICAL PLANS** – type and location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting.

APPLICATION FOR A DEVELOPMENT PERMIT

1. Applicant:

a) Name: _____

b) Address: _____

Postal Code: _____

c) Telephone Number: _____

Cell Phone: _____

2. Registered Owner: as above, or:

a) Name: _____

b) Address: _____

Postal Code: _____

c) Telephone Number: _____

Cell Phone: _____

3. Property: Legal Description

Lot(s) _____ Block _____ Reg. Plan No. _____

Address: _____

4. Lot Size:

Dimensions _____ Area _____

5. Existing Land Use:

6. Proposed Land Use/description of Proposed Development:

7. Proposed date of Commencement: _____

Proposed date of Completion: _____

8. Other Information:

9. FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale on a separate sheet showing, with labels, the following existing and proposed information:

- a) a scale and north arrow;
- b) a legal description of the site;
- c) mailing address of owner or owner's representative;
- d) site lines;
- e) Bylaw site line setbacks;
- f) front, rear, and side yard requirements;
- g) site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features;
- h) the location of any buildings, structures, easements, and distance to the site lines;
- i) the location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth;
- j) utility poles, wires, fire hydrants, underground utilities,
- k) proposed on-site and off-site services;
- l) landscaping and other physical site features;
- m) a dimensioned layout of parking areas, entrances, and exits, vehicle circulation and any loading spaces;
- n) abutting roads and streets, including service roads and alleys;
- o) an outline, to scale, of adjacent buildings on adjoining sites;
- p) the use of adjacent buildings and any windows overlooking the new proposal;
- q) fencing or other suitable screening;
- r) garbage and outdoor storage areas; and
- s) other, as required by the Development Officer or Council to effectively administer this Bylaw.

10. Mobile Homes: C.S.A.Z240 Approval Number (from Black and Silver Sticker)

Mobile Home date of Manufacture: _____

11. Modular: C.S.A. Z277 Approval Number (from Black and Silver Sticker)

Modular date of Manufacture: _____

12. Declaration of Applicant:

I, _____ of the _____ Town _____ of
_____ Strasbourg _____ in the Province of Saskatchewan, do Solemnly declare that the
above statements contained within the 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 agree to indemnify and hold harmless the Town of Strasbourg from and against any claims, demands,
liabilities, costs and damages elated to the development undertaken pursuant to this application.

Date: _____

Signature: _____



Town of Strasbourg

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to construct a building according to the information below and to the plans and documents attached to this application.

Civic address or location of work _____

Legal description Lot _____ Block _____ Plan _____
Or _____ ¼ Section _____ Twp _____ Rge W2M

Owner _____ Address _____ Telephone _____
_____ Email _____

Designer _____ Address _____ Telephone _____

Contractor _____ Address _____ Telephone _____

Project Type:

- New Home/Bldg RTM/Mobile/Modular Home Addition Accessory Bldg Renovation
- Deck Att. Garage Det. Garage (insulated) Det. Garage (uninsulated) Basement
- Residential Commercial Industrial Other _____

Size of Building: _____ ft² Length _____ Width _____ Height _____

Finished areas: Main _____ ft² 2nd Storey _____ ft² Basement _____ ft²

Project Start date: _____ Estimated Project Completion date: _____

Estimated Value of Construction (The total cost for the building construction in its completed form including the cost of all design fees, building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors.)

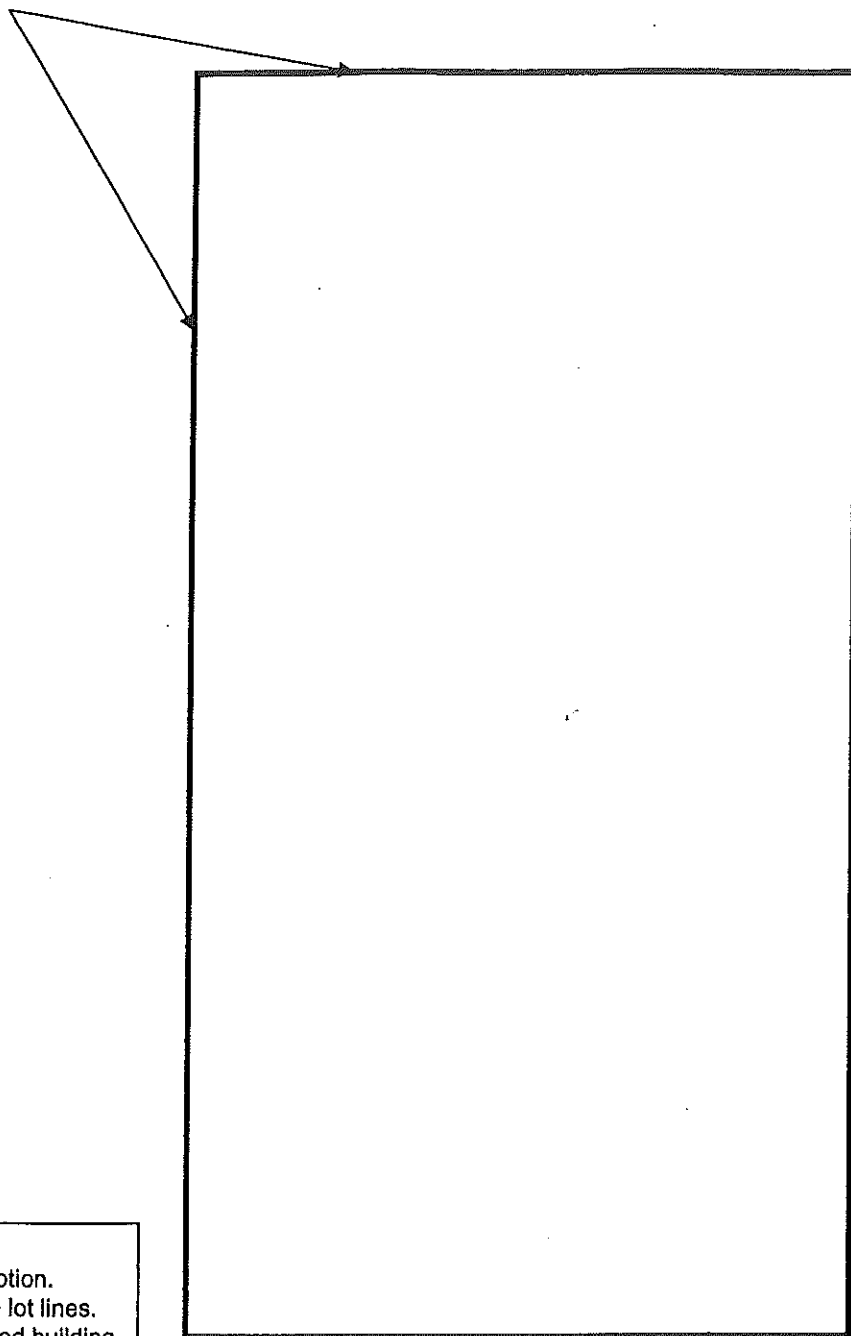
\$ _____

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 Municipality or its Authorized Representative.

Date

Signature of Owner or Owner's Agent

Property Line



Directions:
N, S, E, W

Regulated Information:

1. Street address & legal description.
2. Dimensions & bearings of the lot lines.
3. Overall dimensions of proposed building.
4. All dimensions building to property lines.
4. Vehicle access & parking.
5. Classification & proposed building.
6. Easement locations.
7. Underground & aerial utility locations.
8. Site drainage elevations.
9. Roof overhang.

Street that the building will be facing

All contractors or owners shall verify and be responsible for all the dimensions on the job and this office shall be informed of any discrepancies and variations shown on the site plan.

Site Plan for _____
 Address _____
 Legal Description: Lot ___ Block ___
 Plan # _____

Scale: _____
 Date: _____

Residential - Plan Review Checklist

Municipality: _____ **Permit #:** _____

Jobsite Address: _____ **Project Type:** _____

Owner's Name: _____ **Cell Ph: (306)** _____

Contractor Name: _____ **Cell Ph: (306)** _____

Residential Project Type

REQUIRED for a Plan Review (A shaded box means <u>not required</u> .) Provide 1 set of paper plans/designs no larger than 11" x 17" OR a digital copy of plans/designs in pdf format , as well as the information indicated by the unshaded boxes. A plan review must be completed by PBI <u>before</u> a building permit is issued. E-mail plans and documents in pdf format to the <u>municipal office</u> . <i>Requirements may vary for unique projects. Consult with PBI.</i>												
	New Dwelling / Duplex / Cottage	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Quarters	Renovation (structural or egress)	Bsmt Development / Sec. Suite	Deck (not covered or enclosed)	* Attached Garage	* Detached Garage / Acc. Bldg.	* Pole Building	Retaining Wall (if collapse affects a structure)	Foundation Replacement
Site plan (lot dimensions & shape; indicate North; project size, location & distance to property lines; show other buildings on property, easements, driveway, streets, etc.)												
Building plans (e.g. floor plans, exterior elevations, cross sections, supplier specs, structural details, material lists, window & door types/sizes, stair configurations, etc.)												
Structural designs stamped by an engineer (project specific)												
Foundation designs stamped by a structural engineer (site specific)												
Loading on concrete telepost pads or piles												
Wood and/or steel beam sizes												
Geotechnical report (if required by zoning bylaws or engineer recommendation)												
PBI Specifications sheet(s)												
Engineered roof truss designs & layouts (importance factor rating of 1.0)												

* for storage only - no living quarters

Note: Inspection reports and notices will be e-mailed to the municipal office soon after completion.

E-MAIL CONSENT

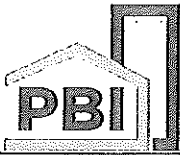
Consent to the e-mail delivery of PBI inspection reports and related documents pertaining to this building permit is given to the following individuals/companies involved in the course of construction who will need to receive these reports:

Title (e.g. Owner, Contractor)	Individual's Name	E-mail Address

- Please note that failure to receive an e-mailed report or related document does not release the property owner(s) from their responsibility to comply in all regards with the building standards (municipal bylaws, Saskatchewan Uniform Building and Accessibility Standards Act, and the National Building Code of Canada.)
- I declare that I am authorized to sign this form and that I will notify PBI of any e-mail changes, if applicable.

Owner Name: _____ **Signature:** _____ **Date:** _____

Residential Mechanical Ventilation Design Summary *(For systems serving one dwelling)*



Professional Building Inspections, Inc.
 Phone: (306) 536-1799
 Fax: (306) 781-2112

The owner is required to have this form filled out (both pages) by the contractor to show the ventilation system has been designed in accordance with the requirements of the current edition of the National Building Code.
IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THAT THE ACTUAL INSTALLATION MEETS THE DESIGN.

Builder		Location	
Builder Name:		Jobsite Address:	
Builder Address:		Ventilation Contractor (if known)	
Total Ventilation Capacity (TVC)		Name:	
Required (see page 2) _____ L/s	/01	Address:	
Principal Ventilation Capacity (PEC)		System Design SHBA Design Sheet # _____	
Minimum Capacity Required = TVC x 50% (or x 0.5) = _____ L/s	/02	CMHC Design Option # _____	
Maximum Capacity Permitted = TVC x 75% (or x 0.75) = _____ L/s	/03	Designed to CSA-F326-M91 _____	
Without controlling volume			
Actual Principal Exhaust Capacity (PEC) (see page 2) = _____ L/s	/04	Exhaust fans with outdoor air supply to forced air furnace return	1
Line /04 must be > line /02 and < line /03 or go to variable Flow control		Exhaust fans with outdoor air supply fan to forced air furnace return	2
		HRV - supply to forced air furnace return, exhaust inlets from rooms	3
If line /04 > line /03 and you do not want variable flow, it may be necessary to place a damper in the duct to lower the flow to an acceptable range		HRV - supply and exhaust ducts to forced air furnace return	4
Principal Outdoor Supply Capacity (PSC)		Exhaust and supply fans to and from rooms (not connected to furnace)	5
Actual Principal Supply Capacity (PSC) (see page 2) = _____ L/s	/05	HRV not coupled to a forced air furnace	6
If supply fan is provided the principal supply capacity must match the principal exhaust capacity - Line /05 must = Line /04 and /09 must = line /08		CAN/CSA - F326-M91	7
Variable Flow Control for (PEC) or (PSC)		Make-up Air for Exhaust Vents > 75 L/s	
Reduced Minimum Capacity Required = 0.9 x (line /02) _____ L/s	/06	Appliance/Vent (Max) Capacity (Min) Capacity > 75 L/s	1
Reduced Maximum Capacity Permitted = 1.1 x (line /02) _____ L/s	/07	Make-up air must be provided between min. and max. capacity above Actual Make-up air provided = _____ L/s	
Reduced Actual Principal Exhaust Capacity = (line /08 must be > than line /06 and < than line /07)	/08	Appliance/Vent (Max) Capacity (Min) Capacity > 75 L/s	2
Reduced Actual Principal Exhaust Capacity = (line /09 must = line /08)	/09	Make-up air must be provided between min. and max. capacity above Actual Make-up air provided = _____ L/s	
Supplement Exhaust Capacity (SEC)		Kitchen Exhaust Inlet is not the (PEC)	
Minimum SEC = TVC - PEC = (line /01 - line /04) _____ L/s	/10	Minimum capacity for separate exhaust fan for each kitchen = 50 L/s Kitchen exhaust supplementary fan capacity = _____ L/s	
Actual Total SEC meeting some rating (see page 2) _____ L/s	/11	Bathroom Exhaust Inlet is not part of (PEC)	
HRV (Balance check)		Minimum capacity for separate exhaust fan in each bathroom = 25L/s Bathroom exhaust supplementary fan capacity = _____ L/s	
If PEC (line /04 > PSC (line /05) then PSC/PEC x 100 must be >= 90%		Combustion Air / CO Alarm	
If PSC (line /05 > PEC (line /04) then PEC/PSC x 100 must be >= 90%		For all indirect vented appliances and solid fuel burning appliances	
Actual HRV Balance = _____ %		Combustion air provided? Y N n/a	
		CO alarm provided? Y N n/a	
Certification			
I certify that this ventilation system has been designed in accordance with the requirements of the 2010 National Building Code, section 9.32.3 or to CSA-F326-M91		Name:	
		Company:	
		Address:	
		Telephone:	
		Signature:	

Ventilation Specification Sheet (continued from page 1)

Capacity	# of Rooms	Total Capacity Required L/s (9.32.3.3)
5 L/s		
10 L/s		
Total (TVC)		

Note: You may wish to design the (TVC) to include capacity for future basement development.

Principal Exhaust Fan(s)					
Fan #	Sone	Location of Inlet	Capacity (L/s)		Duct (size/type)
			(Actual)	(Min line /02)	
Total (PEC)					

The duct size and type can be sized according to Table 9.32.3.11 provided -
 (a) The longest total duct length from intake grille to outdoor hood does not exceed 12m but is not less than 6m, and
 (b) The number of elbows does not exceed 4 but is not less than 2.
Note: See clauses 9, 10 and 11 of sentence 9.32.3.4

N

Specify pre-heat coil for furnace if provided -

Outdoor Air Supply					
Fan #	Sone	Capacity (L/s)		Duct (size)	Duct (type)
		(Actual)	(Min line /02)		
Total (PSC)					

The duct size and type can be sized according to Table 9.32.3.6.A for supply air with no fan provided the total duct length <= 6m and # of elbows <= 2, or sized to Table 9.32.3.6.B for supply air with a fan where the total duct length <= 8m, # of elbows <= 3, and auxiliary supply fan <= 150% of line /02 supply ducts to rooms from HRV; the main trunk and branch ducts may be sized according to 9.32.3.7.B and 9.32.3.7.C where the total duct length from outside hood to register <= 21m and total number of fittings <= 8.

Y

HRV?

WARNING: The design of outdoor air does not guarantee that more air won't be drawn into the furnace causing damage to the heat exchanger. It is the builder's responsibility to do a flow test, if necessary, to ensure the installation meets the design criteria.

Supplemental Exhaust Fan(s)					
Fan #	Sone	Location of Inlet	Capacity (L/s)		Duct (size/type)
			(Actual)	(Min line /02)	
Total (SEC)					

The duct size and type can be sized according to Table 9.32.3.5 provided total duct length <= 9m and # of elbows <= 4.
Note: An intake and exhaust hood and sleeve (minimum 900mm apart) must be provided for a future dryer. If the dryer model number & size is known then a fan may be required as well.
Warning: Exhaust fans can cause a back draft down undirected vented chimneys. It is the builder's responsibility to ensure all systems are properly interconnected and to ensure the actual flows meet those submitted with the design.

Include all supplemental fans here but only add up the fans making up the (TVC). Where a supplemental exhaust fan has a capacity exceeding 75 L/s a makeup fan must be installed. Specify the makeup air fan under the "Outdoor Air Supply" table above. Where the inlet duct size varies from the discharge duct size, both must be shown.

Abbreviations: Main Header or Distribution - MN / Branch Line - BR / Smooth Duct - SD / Flexible Duct - FD