



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

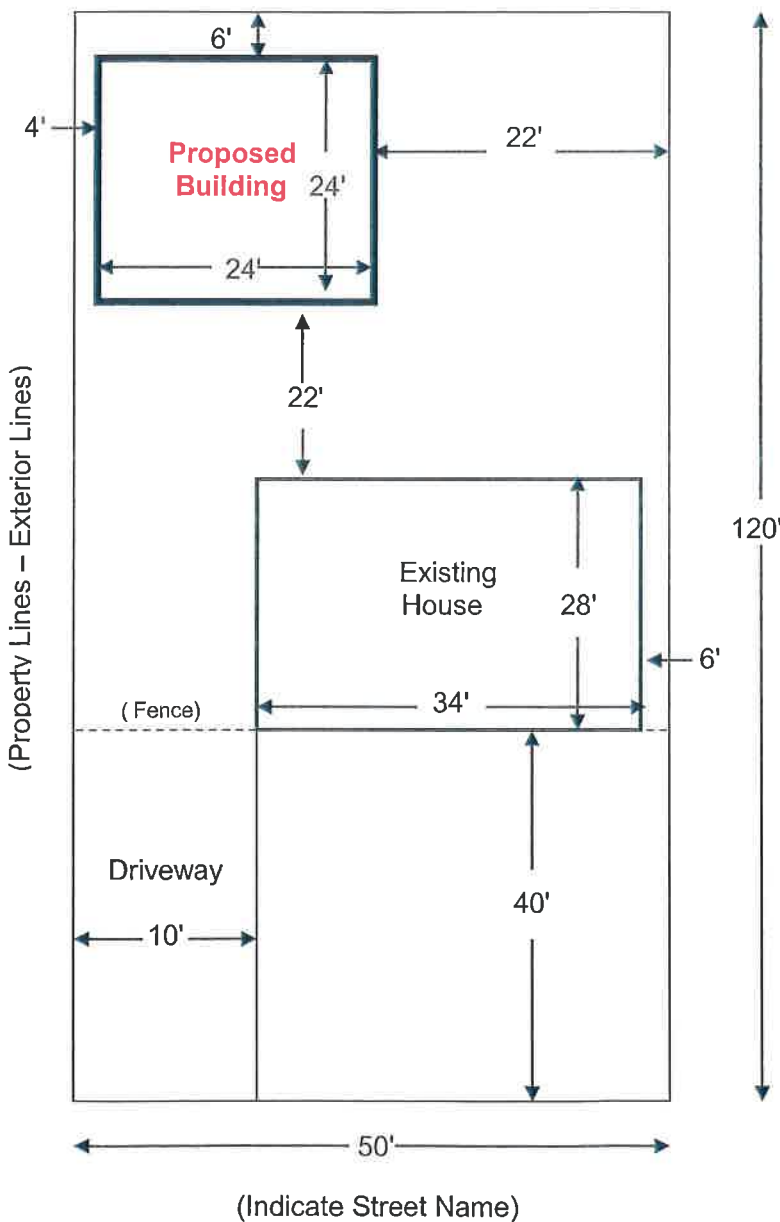
Site Plan Example

(For structures, such as Detached Garages, Accessory Buildings, Boat Houses, Decks, etc.)

Provide a sketch on a separate sheet of paper to show the following:

1. Lot shape: _____ (indicate North direction)
2. Lot dimensions: _____ front (ft.) x _____ deep (ft.)
3. Proposed building size: _____ length (ft.) x _____ width (ft.) x _____ height (ft.)
4. Show the location of the proposed building or structure on the lot.
5. Show street or road location(s) and names.
6. Note distances to the property lines:
North _____ East _____ South _____ West _____
7. Show all existing buildings on the property and note their dimensions and distance to the proposed building.
8. Show the location of any easements (note the width), retaining walls, lanes, driveways, etc.

Site Plan Example



Lot Shape: Rectangular
Lot Dimensions: 50' front x 120' deep
Size: 24' front x 24' deep x 18' high
Distance to Property Lines:
 North: 6 ft / West: 4 ft / East: 22 ft

Residential - Plan Review Checklist

Municipality: _____ Permit #: _____
 Jobsite Address: _____ Project Type: _____
 Owner's Name: _____ Cell Ph: _____

Residential Project Type

REQUIRED for a Plan Review (A shaded box means <u>not</u> required.) Provide <u>designs and required documents in PDF format</u> as indicated by the unshaded boxes for the project. 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 some projects. Please consult with PBI.</i>																
	New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation (structural or egress)	Basement Development	Deck (not covered or enclosed)	* Attached Garage (unheated)	* Det Garage / Acc. Bldg. (unheated)	* Pole Building (unheated)	Retaining Wall (if collapse affects a structure)	Foundation Replacement	Solar Panels (PV or Hot Water)			
Site Plan (eg. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)																
Building Plans (eg. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)																
Energy Code Forms (applicable to compliance option, code edition & climate zone)																
Building Designs stamped by an engineer (project specific for <u>intended use</u> *)																
Foundation Designs stamped by a structural engineer (site specific)																
Geotechnical Report (if required by zoning bylaws or engineer recommendation)																
Manufacturer's Blocking Chart and anchorage details																
PBI Specifications sheet (<i>plus all information requested in the sheet(s)</i>)																
Information Below is Required BEFORE THE FRAMING INSPECTION																
Engineer-stamped roof truss designs & layouts (NBC compliant)																
Engineer-stamped floor truss and/or LVL designs & layouts																
Fireplace or Wood Stove Manufacturer Specifications																
Residential Mechanical Ventilation Design Summary																

* Storage only - no living space & unheated

* **Pole Building** (Please detail intended use. Note if vehicles will be repaired in the building, if building is for personal or business use, if heated, etc.)

E-MAIL CONSENT FORM

Consent to the e-mail delivery of PBI reports and related documents pertaining to this building permit is given to the following individuals involved in the construction project (note that owners should always include themselves on this form):

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

- 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 (Saskatchewan Uniform Building and Accessibility Standards Act, municipal building bylaws, and National Building Code of Canada).
- I declare that I am the **owner of this property** and I will notify PBI of any e-mail changes, if applicable.

Name: _____ Signature: _____ Date: _____

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY

for design and performance of residential ventilation systems to NBC 2015 - 9.32

Reset

A	<input type="radio"/> forced air circulation <input type="radio"/> no forced air circulation <input type="radio"/> no combustion appliances <input type="checkbox"/> any non direct/mech vent heating or DHW <input type="checkbox"/> any non direct vent fireplace <input type="checkbox"/> any solid fuel	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm	H
B	<input type="checkbox"/> A Ventilation Coupled with forced air ventilation supply air and supplemental fans <input type="checkbox"/> B Ventilation coupled with forced air, heat recovery ventilation supply air and supplemental fans <input type="checkbox"/> C Ventilation not coupled with forced air, with ventilation supply air and supplemental fans <input type="checkbox"/> D Ventilation not coupled with forced air, heat recovery ventilation supply air and supplemental fans <input type="checkbox"/> E Dual capacity ventilation coupled with forced air ventilation supply air and no supplemental fans <input type="checkbox"/> F Ventilation coupled with forced air, dual capacity heat recovery, ventilation supply air and no supplemental fans <input type="checkbox"/> J Exhaust only ventilation no ventilation supply air with or without forced air circulation and supplemental fans <input type="checkbox"/> K Ventilation system complying with CSA F-326 (Use worksheet W2)	Exhaust device: _____ Location _____ Device airflow: _____ cfm Make-up fan man/model _____ Location _____ Design airflow: _____ cfm Exhaust device: _____ Location _____ Device airflow: _____ cfm Make-up fan man/model _____ Location _____ Design airflow: _____ cfm	I
C	Number of Bedrooms: 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> Airflow= _____ cfm Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm low _____ cfm high If HRV/ERV used: HRV/ERV _____ % Sensible Efficiency @ 0°C _____ watts HRV/ERV _____ % Sensible Efficiency @ -25°C _____ watts <small>Notes: 1. If HRV/ERV is used, airflow shall not be less than principal ventilation rate. 2. High airflow rate must be at least 2.5 times low airflow rate if no supplemental exhaust fan is installed in the kitchen.</small>	Roll #: _____ permit #: _____ lot & plan: _____ Township: _____ civic address: _____	J
D	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm low _____ cfm high	Name: _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____	K
E	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm low _____ cfm high	Name: _____ HRAI # _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____ I certify this ventilation system design to be in accordance with: <input type="checkbox"/> NBC-2015 9.32 Signature: _____ Date: _____	L
F	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm low _____ cfm high	VENTILATION SYSTEM Principal ventilation fan airflow _____ cfm Ventilation supply air airflow _____ cfm If HRV/ERV used: Low Supply: _____ cfm High Supply: _____ cfm Low Exhaust: _____ cfm High Exhaust: _____ cfm	M
G	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm	Notes: 1. Ventilation supply airflow 90% -110% of principal fan airflow 2. Measuring method to be accurate within + or - 15% of flow measured Name: _____ HRAI # _____ Address: _____ city: _____ Postal code: _____ ph: _____ fax: _____ I certify this ventilation system installed to be in accordance with: <input type="checkbox"/> NBC-2015 9.32 Signature: _____ Date: _____	N
H	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		O
I	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		P
J	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		Q
K	<input type="checkbox"/> required <input type="checkbox"/> not required Location: _____ sones Manufacturer / Model: _____ <input type="checkbox"/> HVI Design airflow: _____ cfm		R

