

VILLAGE OF KENOSEE LAKE  
BYLAW NO. 1-2011  
A Bylaw Respecting Buildings

**BUILDING PERMIT APPLICATION**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, PLAN \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach Site Plan and Supporting Documents)

APPLICANT'S SIGNATURE: \_\_\_\_\_

BUILDING PERMIT APPROVED: \_\_\_\_\_

Date

APPROVED BY RESOLUTION NO. \_\_\_\_\_

SUBJECT TO THE FOLLOWING CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

BUILDING PERMIT REFUSED: \_\_\_\_\_

Date

REASON: \_\_\_\_\_

VILLAGE OF KENOSEE LAKE  
BYLAW NO. 1-2011  
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**BUILDING PERMIT NUMBER:** \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, PLAN \_\_\_\_\_

OWNER: \_\_\_\_\_ PH: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PH: \_\_\_\_\_

INTENDED USE: \_\_\_\_\_

ESTIMATED VALUE: \_\_\_\_\_ FEE: \_\_\_\_\_

\_\_\_\_\_ I have submitted a site plan indicating the location of all property lines, all existing and proposed buildings, the distances between all property lines and the closest wall of the nearest building, the location of all existing and proposed roads and a north arrow to establish orientation of the site plan.

\_\_\_\_\_ I hereby agree to comply with the Building Bylaw of the municipality and acknowledge that it is my responsibility to ensure compliance with the municipal zoning bylaw, provincial legislation, and the National Building Code of Canada regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

\_\_\_\_\_ It is expressly understood that the municipality requires building inspections to be called for at various stages of construction, as outlined in the building bylaw, and that it is my responsibility to contact the municipal building inspector to ensure that building inspections are carried out at the required intervals. Failure to notify the municipal building inspector at the required intervals of construction may result in additional fees, the issuance of a stop work order, and/or other action outlined in the municipal building bylaw.

\_\_\_\_\_ I understand that this permit expires six months from the date of issue if work is not commenced within that period, or two years from the date on which the permit was issued,; and any deviation, omission or revision to the approved application requires approval of Council, or its authorized representative.

\_\_\_\_\_ I understand that additional inspection fees may be charged for extra inspections, non-scheduled inspections and re-inspections.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Signature

FORM B

## Residential – Permit Information Form

## Municipal Office Use Only

Municipality: _____	PBI Permit #: <u>19-0</u>
Development Approved: <input type="checkbox"/> No <input type="checkbox"/> Yes    (Proposed construction meets all zoning bylaws and/or is approved in principle.)	
Geotech Report Required: <input type="checkbox"/> No <input type="checkbox"/> Yes    (If required by zoning bylaws or engineer recommendation.)	
Permit Application Date: _____	Permit Expiry Date: _____
Date Sent to PBI: _____	Administrator Name: _____
Method Sent (mail, fax, e-mail): _____	Signature: _____

### Information Below Can Be Completed By The Applicant

### Contact Information:

<b>Registered Owner:</b>	_____	Home: (306)	_____
Mailing Address:	_____	Bus: (306)	_____
E-mail:	_____	Cell: (306)	_____
<b>Contractor:</b>	_____	Bus: (306)	_____
Contact Person:	_____	Fax: (306)	_____
E-mail:	_____	Cell: (306)	_____
	<input type="checkbox"/> Same as Registered Owner		
Applicant's Name:	_____	Ph: (306)	_____
	<input type="checkbox"/> Same as Registered Owner		<input type="checkbox"/> Same as Contractor

**Jobsite Location:**

Civic Address: \_\_\_\_\_

Legal Land Description: Lots(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan No. \_\_\_\_\_  
\_\_\_\_\_ ¼, Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W 2

Subdivision: \_\_\_\_\_

Landmark or Reference: \_\_\_\_\_

(Note directions that will assist the Building Official in finding the jobsite)

### Project Details:

**Single Family Dwelling** (Select one permit type that best describes the dwelling):

☐ New Home ☐ Duplex Unit ☐ Cottage ☐ RTM ☐ Post-Move ☐ Mobile (Manufactured) Home

Select on line below ALL that pertain to this permit and are included with the plans submitted to PBI for review:

☐ Basement Development    ☐ Deck    ☐ Attached Garage (Insulated)    ☐ Attached Garage (Not Insulated)

**Residential Building Project** (Separate permit is required for each project type):

☐ Addition   ☐ Renovation   ☐ Deck   ☐ Basement Development   ☐ Secondary Suite  
☐ Sunroom   ☐ New Foundation   ☐ Retaining Wall   ☐ Roof Extension  
☐ Attached Garage   ☐ Detached Garage   ☐ Accessory Building   ☐ Pole Building   ☐ Boat House

**Insulated:** ☐ Yes ☐ No **Comments:**

**Dimensions:** Length:      ft. x Width:      ft. x Height:      ft. | **Size:**      ft<sup>2</sup>

**Finished Areas:** Main:                      ft<sup>2</sup>      |      2<sup>nd</sup> Storey:                      ft<sup>2</sup>      |      Bsmt:                      ft<sup>2</sup>

**Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_



## 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 required</u> .)	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)
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.													
<b>E-mail plans and documents in PDF format to the municipal office.</b>													
<i>Requirements may vary for some projects. Please consult with PBI.</i>													
<b>Site Plan</b> (eg. lot size & shape; indicate North; project size on lot, distance to all property lines, indicate what borders each property line, label streets, etc.)													
<b>Building Plans</b> (eg. floor plans, exterior elevations, cross sections, structural details, window & door types, sizes & locations, stair configurations, material lists, specs, etc.)													
<b>Energy Code Forms</b> (applicable to compliance option, code edition & climate zone)													
<b>Building Designs stamped by an engineer</b> (project specific for <u>intended use</u> *)													
<b>Foundation Designs stamped by a structural engineer</b> (site specific)													
<b>Geotechnical Report</b> (if required by zoning bylaws or engineer recommendation)													
<b>Manufacturer's Blocking Chart and anchorage details</b>													
<b>PBI Specifications sheet</b> ( <i>plus all information requested in the sheet(s)</i> )													
<b>Information Below is Required BEFORE THE FRAMING INSPECTION</b>													
<b>Engineer-stamped roof truss designs &amp; layouts</b> (NBC compliant)													
<b>Engineer-stamped floor truss and/or LVL designs &amp; layouts</b>													
<b>Fireplace or Wood Stove Manufacturer Specifications</b>													
<b>Residential Mechanical Ventilation Design Summary</b>													

\* 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
<b>Owner</b>		

- 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: \_\_\_\_\_

## Is a Building Permit Required?

### Building permits are usually required for:

- new building construction
- garages and carports
- decks
- RTM, modular or mobile homes
- renovation or alteration affecting structural or life safety (e.g. egress windows for bedrooms)
- addition to an existing building
- basement development in a dwelling
- secondary suites
- accessory buildings greater than 10 m<sup>2</sup>
- fireplaces, wood stoves and heaters
- retaining walls for structures
- foundation replacement
- change of use or occupancy
- temporary buildings or structures
- relocation of an existing building
- work to remedy an unsafe condition or fire official's order
- demolition of an existing building
- swimming pools and hot tubs (in locations that have applicable bylaws)

### Building permits are not usually required for:

- fences
- driveways, sidewalks and parking lots
- replacement of materials (e.g. roofing, siding) or cosmetic upgrades (e.g. painting, flooring) not affecting structural or life safety
- accessory buildings (garden sheds, tool sheds) not greater than 10 m<sup>2</sup> in area (limit of one per property)
- swimming pools and hot tubs less than 600 mm in depth

When in doubt, ask a Building Official.

\*\*\* Please check your local building bylaws for permit requirements in your area.

To book an inspection,  
call PBI at  
**(306) 536-1799**  
or toll free at  
**1-855-487-1799**

It is the **owner's responsibility** to ensure that all required inspections are called for (refer to the plan review report).

Professional Building Inspections, Inc. (PBI) has been providing building code inspection and enforcement services in southern Saskatchewan since 1992.

All of PBI's Building Officials are licensed (Class 1 to Class 3) by Saskatchewan Building Standards and Licensing Branch.

For more details about PBI's services and the building inspection process, please visit [www.pro-inspections.ca](http://www.pro-inspections.ca)



5 Gregory Avenue East – Unit 5  
Box 517 Stn. Main  
White City, SK S4L 5B1

Phone: 306-536-1799

Fax: 306-781-2112

Email: [office@pro-inspections.ca](mailto:office@pro-inspections.ca)

Visit our website at:

**[www.pro-inspections.ca](http://www.pro-inspections.ca)**



## Residential Building Projects

Most new residential building projects require a building permit. Permit approval is based upon conditions stated in a plan review completed by a Licensed Building Official. If approved, on-site inspections are required at various stages of construction, as listed on the plan review and subsequent inspection reports. For a general summary of these inspections, please see the inside of this brochure.



According to *The Uniform Building and Accessibility Standards Act (UBAS Act)*, Section 7(1) states:

*Subject to subsections (2) and (3), the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the building standards.*

Owners **must** comply with municipal bylaws, Saskatchewan UBAS Act, and the National Building Code of Canada.



## Required On-Site Inspections for Residential Building Projects

**Owners/Builders:** Please call PBI at (306) 536-1799, or contact your Building Official directly, **at least 48 hours prior to the required inspections listed below**. Failure to do so may result in project delays, additional fees, issuance of affidavits or orders, and/or the removal of materials. All required on-site inspections are listed on the plan review. Unique projects may differ from below.

- Plan Review:** All projects require a Plan Review (PR) by a Licensed Building Official **prior to building permit approval**. (Please allow 2 weeks.)
- Foundation:** Call 48 hours **prior to pouring the concrete foundation** (once the footings, weeping tile, if required, and forms with rebar are in place). For PWF foundations, please call **prior to backfilling**.
- Anchoring:** Inspection is required for the anchoring of the building to the foundation (or to the ground for mobile homes). Please call 48 hours **prior to skirting** the mobile home or **prior to insulating** the RTM basement perimeter walls (or insulating attached garage).
- Framing:** Call 48 hours **prior to insulating** (once the framing is complete and the plumbing, heating and/or electrical wiring is roughed in). For a duplex or multi-unit residential, also call **prior to closing in the party wall** (call during construction of the party wall).
- Ins & VB** Call 48 hours **prior to covering the insulation and vapour barrier** with gypsum board or other material. Insulation, air barrier and vapour barrier must meet NBC Sections 9.25. and 9.36. standards for condensation control and energy efficiency.
- Occupancy:** Call 48 hours **prior to occupancy** (before moving in, sleeping overnight, or occupying the living space). If all interior and/or exterior work is not yet completed, a **Final** inspection will be required. (Final inspection may incur an additional cost.)
- Final:** Call **when construction is complete** (all interior and/or exterior work). Project must pass the Final inspection to close the permit.

Residential Building Project Type	Foundation	Anchoring	Framing	Ins & VB	Occupancy	Final
Residential Dwelling Unit	Yes	-	Yes	Yes	Yes	If Required
RTM or Modular Home	Yes	Yes →	For attached garage and/or basement	Yes	Yes	If Required
Mobile (Manufactured) Home	Not Usually	Yes	-	-	Yes	If Required
Post-Move (house moved in from another location)	Yes	Yes →	For attached garage and/or basement	If Required - See PR	Yes	If Required
Addition	Yes	-	Yes	Yes	Yes	If Required
Secondary Suite	If Required - See PR	-	Yes	Yes	Yes	If Required
Accessory Building with Living Space	If Required - See PR	-	Yes	Yes	Yes	If Required
Attached Garage (insulated) (* storage only)	Yes	-	Yes	If Required - See PR	-	Yes
Attached Garage (not insulated) (* storage only)	Yes	-	-	-	-	Yes
Accessory Building (insulated) (* storage only)	If Required - See PR	-	Yes	If Required - See PR	-	Yes
Accessory Building (not insulated) (* storage only)	If Required - See PR	-	-	-	-	Yes
Renovation	-	-	Yes	If Required - See PR	-	Yes
Basement Development	-	-	Yes	If Required - See PR	-	Yes
Deck (not covered or enclosed)	If Required - See PR	-	If Required - See PR	-	-	Yes
Retaining Wall	Yes	-	-	-	-	Yes
Foundation Replacement	Yes	Yes →	For basement perimeter walls	Yes	-	Yes
Solar Panels (PV or Domestic Hot Water)	Yes	-	-	-	-	Yes

\* Storage Only – No living space or permanent heat source.

If Required - See PR (Plan Review). If required, an extra inspection fee will apply.  
Arrow (→) means Anchoring & Framing will be inspected at the same visit.

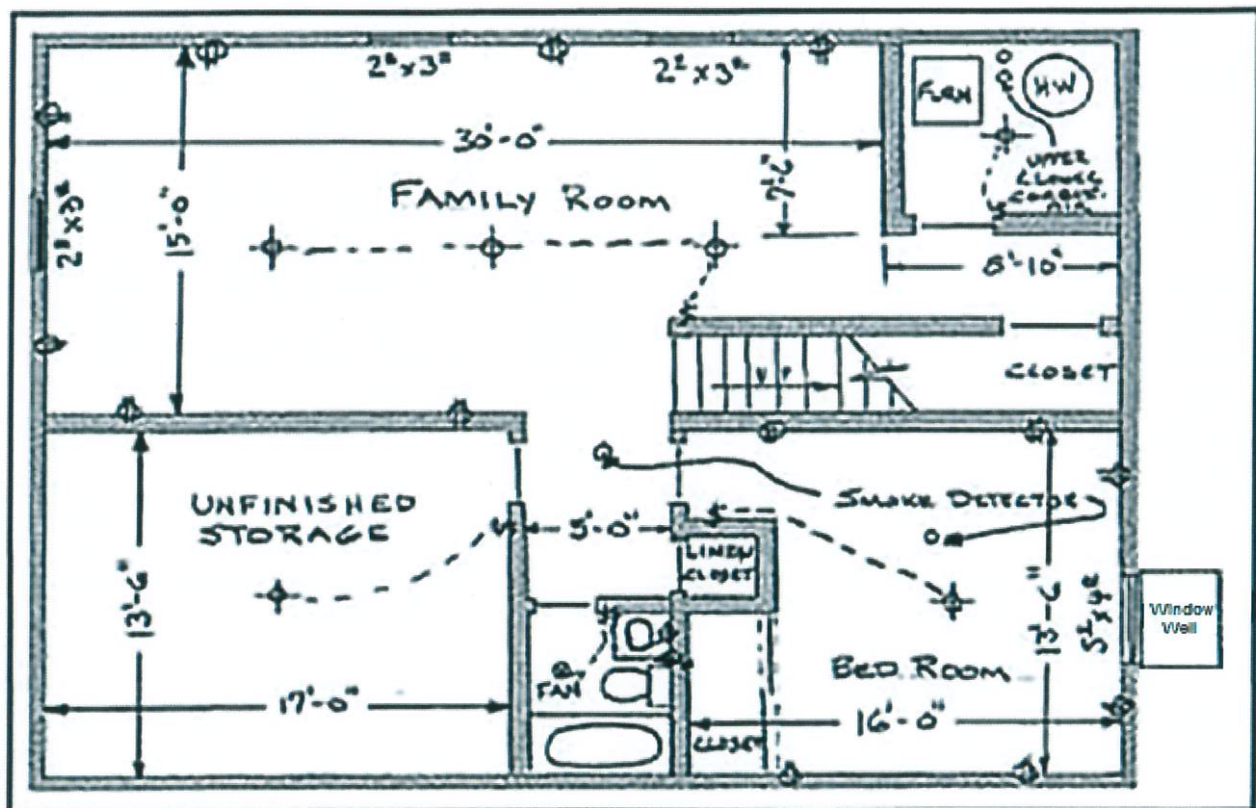
Revised January 1, 2019

## Basement Development - PBI Specifications

### (1) Provide a floor plan SKETCH on a separate sheet and note the following:

- ☐ Draw the **perimeter walls** of the basement and note the **total area to be developed** (ft<sup>2</sup> or m<sup>2</sup>).
- ☐ Draw the **room layout** (existing and proposed rooms) and show the **location of the stairs** (note width.)
- ☐ Note the **dimensions of all rooms** (indicate ft or m).
- ☐ Label the **intended use of each room** (e.g. Rec Room, Bathroom, Bedroom, Utility, Office, Storage, etc.)
- ☐ Show all **walls, partitions, closets, doorways and windows**.
- ☐ Draw the **door swing direction** on all doorways and note the **door width**.
- ☐ Note the **window sizes** for each basement window and note the **window opening type** in each bedroom.
- ☐ If applicable, show the **proposed fireplace location and type** (i.e. natural gas, wood burning, electric, etc.)
- ☐ Using symbols, note the locations of **smoke alarms** (☉) and **CO alarms** (Θ) (combine symbols for combination units.)
- ☐ For **bathrooms**, show the locations of **fixtures** (sink, toilet, tub) and **exhaust fan**.
- ☐ For **kitchenettes**, note the location of **cabinets, counters, sinks, and appliances, including cooktops**.
- ☐ For **secondary suites**, please submit architectural drawings prepared by an experienced designer, as NBC requirements are significantly different for secondary suites than basement developments.

### Sample Floor Plan

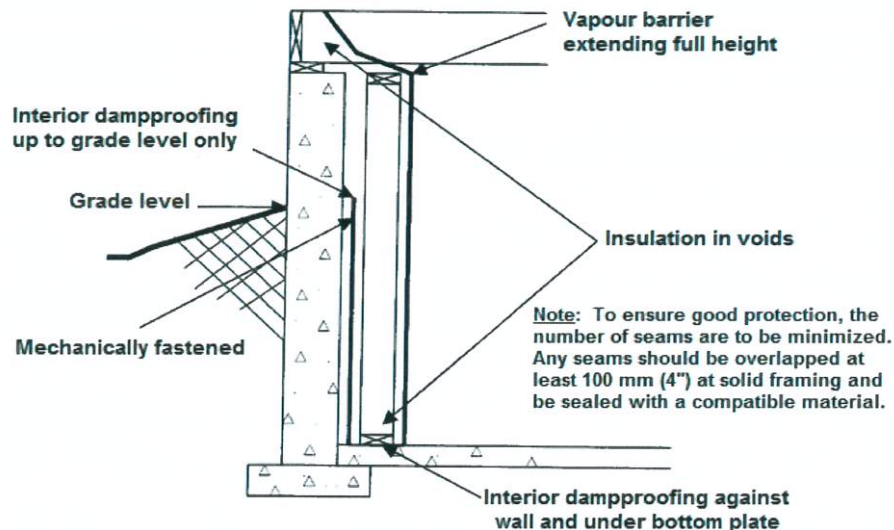


- ☐ Answer all questions on page 2 and submit with your floor plan.
- ☐ Please contact PBI at (306) 536-1799 if you have any questions.



Owner Name: \_\_\_\_\_ Municipality: \_\_\_\_\_  
 Owner: (Cell) (306) \_\_\_\_\_ (H) (306) \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

**Foundation Wall  
Vapour Barrier & Interior Dampproofing**



**(2) Complete the information below regarding the proposed development:**

**Total Area Being Developed** (indicate ft<sup>2</sup> or m<sup>2</sup>): \_\_\_\_\_

**Foundation Perimeter Walls Are Currently:**

- ☐ Exposed    ☐ Framed    ☐ Insulated  
☐ Vapour Barrier    ☐ Sheathed    ☐ \_\_\_\_\_

**Protection from Dampness:**

- ☐ PT Bottom Plate    ☐ Poly / Sill Gasket    ☐ \_\_\_\_\_

**Bedroom/Sleeping Room Window Types:**

- ☐ Casement    ☐ Awning-Inswing    ☐ Awning-Outswing  
☐ Slider    ☐ \_\_\_\_\_

**Bedroom Window Sizes:** (Note below as W" x H")

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**Bedroom Window Unobstructed Opening:**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

(Openable portion must not be less than 0.35m<sup>2</sup> (3.8 ft<sup>2</sup>) in area, with no dimension less than 380mm (15"), and must have 760mm (30") minimum clearance space in the window well when window is in the open position.)

**Door Sizes (W" x H") and Quantity** (note below)

- ☐ 24" x 78"    ☐ 30" x 78"    ☐ 32" x 78"  
 (min-bathroom)    (min-bedroom)    (min- furnace room)

# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Secondary Suite Proposed?**

- ☐ No    ☐ Yes

(If Yes, please provide a floor plan prepared by an experienced designer.)

**Stairs Protected By:**

- ☐ Wall    ☐ Guards-36" H    ☐ \_\_\_\_\_

**Proposed Ceiling Type:**

- ☐ Suspended    ☐ Gyproc    ☐ \_\_\_\_\_

**Proposed Ceiling Height:** (NBC minimum noted)

- ☐ 2.1m (6'-11")    ☐ \_\_\_\_\_

**Fireplace:**

- ☐ None    ☐ Natural Gas    ☐ Electric  
☐ Wood Burning (stove or insert)    ☐ \_\_\_\_\_

(Submit manufacturer's installation specifications with application)

**Smoke Alarm Installed In:**

- ☐ Bedroom(s)    ☐ Hallway    ☐ Common Area

**Carbon Monoxide (CO) Alarms Installed:**

- ☐ In Bedroom(s)    ☐ Within 16' of each bedroom door

**Proposed Bathroom:**

- ☐ None    ☐ 2 piece    ☐ 3 or 4 piece

**Bathroom Fan Exhausts To:**

- ☐ Outdoors    ☐ House Ventilation System (HRV)

**Kitchen Fan Exhausts To:**

- ☐ Outdoors    ☐ House Ventilation System (HRV)