

Town of Canora

Building Permit Instructions

Read the following instructions carefully before submitting a Building Permit Application

Make sure that all of the building and application requirements are well understood and that all needed information is submitted as required.

If you have questions or need more information, contact the Community Development Officer at (306) 563 – 5574 or cdo.canora@sasktel.net

General Regulations:

1. Every application for a permit to construct, alter, add, relocate, repair, demolish or remove a building shall require the submission of a Building Permit Application as well as all other supplementary information as required.
2. All construction, demolition or relocation of buildings within the Town of Canora shall be governed by the municipal building bylaw.
3. Municipal bylaws require that any construction in excess of 100 square feet shall require the submission of the attached building permit application form prior to commencing construction.
4. Construction is limited to structures and/or buildings as defined in the municipal zoning bylaw.
5. Every application for a building permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
6. Application forms, as well as any supplementary documents and worksheets, can be obtained from the town office at 418 Main Street.
7. **After a permit is issued, the applicant is responsible for contacting Meridan Inspections at (306) 380-1969 to arrange all required inspections as well as provide confirmation that the project is completed and any deficiencies identified throughout the process have been remedied.**

Only licensed Building Officials can conduct plan reviews and inspections for municipalities in Saskatchewan.

Applicants are also encouraged to contact Meridan Inspections before submitting a building permit application to review the specific requirements of the proposed project.

Supplementary Information

1. Applicants are required to provide a **Site Plan** identifying the following information when submitting an application:
 - a. The location of the proposed construction on the parcel including front, side and rear-yard setback distances clearly identified.
 - b. Orientation of the proposed building by providing a north arrow and identification of the front municipal roadway serving the property.
 - c. The location of any easements or utility right-of-ways.
 - d. Identification of all other structures on the property.
2. Applications for residential accessory buildings following standard construction practices shall include the submission of a completed worksheet, such as an attached garage, unattached garage, storage shed or deck, in place of construction drawings. All worksheets are available at the town office.
3. Applications for residential buildings or additions as well as all commercial and industrial construction shall include two (2) sets of construction drawings prepared by a professional in the construction field. These drawings may be produced by a draftsman, architectural technician, architect or engineer and cannot be hand-drawn. All drawings, where applicable, should:
 - a. Show the owner's name, project name and date.
 - b. Be drawn to scale and the scale should be noted.
 - c. Be black line or blue prints on good quality paper.
 - d. Include legible letters and dimensions.
 - e. Where required, an architect's or engineer's stamp shall be included.
 - f. Clearly show the location of existing and new construction for additions, alterations and renovations.
 - g. Include a **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
 - h. Include a **Floor Plan** including size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, barrier free entrances and washrooms and built-in furnishings.
 - i. Include a **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and pre-cast concrete walls and floors and related structural details.
 - j. Include an **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
 - k. Include a **Cross Section Plan** providing cut through views of the building, costs of all material cut through including structural and finishing

materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapor protection and insulation.

1. Include **Mechanical Plans** providing a description and location of heating, ventilation and air-conditioning equipment, size and location of duct work, location of fire dampers, plumbing fixtures and piping and the size and location of sprinkler system equipment.
 - m. Include **Electrical Plans** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting.
 - n. Include the **Energy Efficiency Compliance Form** to ensure compliance with the National Building Code and the National Energy Code for Buildings. The form is attached to the end of these instructions.
4. The construction of principal buildings requires all drawings to meet the conditions outlined above and a Saskatchewan Land Surveyor's Real Property Report be obtained at the property owner's expense following construction. A copy of this report must be provided to the Town of Canora.
 5. The municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets municipal standards and complies with the National Building Code and *The Uniform Building and Accessibility Standards Act*.

Moved in or Demolished Buildings:

The process for moving a building into Town is as follows:

1. Contact the town office to confirm the property is eligible for a residential building permit.
2. Submit a completed building permit application form along with the required fee.
3. The Town will have the structure inspected before it is moved and issue a report indicating whether or not the structure is suitable to be moved into Town.
4. If the structure is suitable to be moved, a completed building permit application form shall be submitted along with two (2) copies of construction plans for the foundation along with any additional construction proposed.
5. Upon review of the submitted plans, a building permit may be issued subject to addressing any remedial measures identified in the plan review.
6. **After the permits have been issued for the movement of the structure, as well as the construction of the foundation, the applicant is responsible for contacting Meridan Inspections at (306) 380-1969 to arrange for all required inspections.**
7. Pre-move inspections are not required for the placement of new RTM structures or mobile homes. Relocated RTMs are subject to all of the requirements contained herein.
8. Notice is required to be provided to the municipality prior to the decommissioning or removal of a building in town. An application shall be submitted to the municipal office along with any required fees including an explanation of the means by which it shall be decommissioned and disposed of as required by municipal bylaw.

Permit Validity and Cost:

1. A permit issued in accordance with the notice of decision is valid for a period of six (6) months from the date of issue. If at the date of expiry, the development has not been commenced or been carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months, the permit may be revoked and cancelled by the municipality.
2. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the municipality along with the required fees within fourteen (14) days after the notice of decision is given. The municipal Development Appeals Board will be convened according to the guidelines set out within the Development Appeals Handbook.
3. **The permit fees for construction, erection, placement, alteration, repair, renovation or reconstruction of a building shall be the cost of the professional plan review and inspection services as well as a municipal administration fee based on the following fee schedule:**
 - (a) One and two-unit dwellings and accessory buildings
 - i. \$25.00 for up to \$3,000.00 of value
 - ii. \$2.00 per \$1,000.00 of value over \$3,000.00 value
 - (b) All other buildings:
 - i. \$5.00 per \$1,000.00 of value
4. The permit fees to demolish or move a building shall be \$15.00

Notes:

1. The value of construction means the total cost of the building to the owner in its completed form and includes the cost of all building work, materials of construction, building systems, labour, overheads and profit of the contractor and subcontractors. The cost of labour and used material is deemed to be the current market cost of new material and labour.
2. The cost of a building permit associated with a moved building includes the value of the structure to be moved, the cost of moving the structure as well as the construction value of the foundation and any new proposed construction.

Other Permit Information Required:

1. If you propose to install or modify a sewage disposal or plumbing system, you must obtain a permit from Sunrise District Health.
2. If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.
3. If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.

Demolition Permit Instructions

General Regulations:

1. Notice is required to be provided to the municipality prior to the decommissioning or removal of a building in the Town. An application shall be submitted to the town office along with any required fees including an explanation of the means by which it shall be decommissioned and disposed of as required by municipal bylaw.
2. A building may not be decommissioned or removed from a property until the local authority is satisfied that there are no debts or taxes in arrears or taxes outstanding with respect to the building or land on which the building is situated.
3. The fee for a permit to demolish or remove a building shall be \$15.00.
4. In addition, the applicant shall post a performance bond with the town in an amount as is indicated in Schedule A below to cover the cost of restoring the site after the building has been demolished or removed to such condition that it is, in the opinion of the local authority or its authorized representative, not dangerous to public safety.

Schedule A:

Type of structure	Bond required
Residence/Accessory buildings (Above grade only)	\$3,000.00
Residence/Accessory buildings (Above and below grade)	\$4,000.00
All other buildings/structures	\$10,000.00

Energy Code Requirements:

The National Energy Code for Buildings 2017 and Section 9.36 of the National Building Code 2015 must be followed in Saskatchewan.

These requirements are explained in detail on the following page.

Compliance is now required for all new buildings and additions in residential, commercial and industrial zones. However, residential accessory buildings, such as detached garages and storage sheds, do not have to comply with these requirements.

The Energy Efficiency Compliance Form, available at the end of these instructions, must be submitted along with the drawings and building permit application.

Whoever completes the form must be familiar and fluent with building design as described under Section 9.36 of the National Building Code and her/his qualifications must be acceptable within the construction field.

However, a professional engineer must prepare energy efficiency compliance information if any of the following conditions are met:

- The building is categorized as a Part 3 building (all large buildings more than 300 m² (3,230 ft²)),
- The building is categorized as a Part 9 building that is beyond the scope of Section 9.36 of the National Building Code,
- Any building to which Section 9.36 applies, but the owner/applicant chooses to conform to the National Energy Code for Buildings

Applications submitted without the necessary information will not be reviewed.