

## Development Permit & Building Permit Guidelines

### R.M. of Sasman No. 336

**PERMITS ARE REQUIRED FOR ALL IMPROVEMENTS FAILURE TO COMPLY WILL RESULT IN A STOP WORK ORDER BEING ISSUED.**

**ALL PERMIT FEES MUST BE PAID PRIOR TO YOUR BUILDING PERMIT BEING ISSUED.**

- **Building and Development Permits require:**
  - \*Building Permit Application
  - \*Site Plan
  - \*Building Drawings (ie. floor plans identifying use of space; cross-section of the building including vertical dimensions; list of materials to be used in construction, interior and exterior finishes, insulation, wind and vapour barrier, etc.; foundation plan; and any other application information needed in order to construct)
  - \*Energy Compliance Forms (if required)
  - \*Value of Construction
  - \*Other forms – depending on scope of work. Checklists and forms available at <http://www.municodeservices.com>

**Permits will be submitted to Northbound Planning as well as Municode Services Ltd for approval.**

Permits are required for all improvements. This includes but not limited to such things as: Raising a Building, New Buildings, Additions, Decks, Porches, Garages, etc.

#### Step by Step process

1. Development and Building Application forms to be filled out and submitted to the RM of Sasman No. 336.
2. Applications will be forwarded to Northbound Planning and Municode Services.
3. Once approvals are obtained, construction can begin.
4. Building inspections will be required as set out by Municode in your application approval. It is your responsibility to notify Municode when you are ready for inspection.

#### Contacts:

R.M. of Sasman No. 336 Ph: 338-2263

Fax: 338-2048

e-mail: [rm336@yourlink.ca](mailto:rm336@yourlink.ca)

#### Building Official

Municode Services Ph: 306-955-6355

Fax: 306-955-6358

e-mail: [service@municode.ca](mailto:service@municode.ca)

Website: [www.municodeservices.com](http://www.municodeservices.com)

#### Planning Consultant

Northbound Planning Ph: 306-813-7662

# Rural Municipality of Sasman No. 336

Application Date: \_\_\_\_\_

## Development Permit Application

1. Applicant: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: \_\_\_\_\_

4. Postal code: \_\_\_\_\_

5. E-mail: \_\_\_\_\_

6. Legal Land description \_\_\_\_\_

7. Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

All/Part of the \_\_\_\_\_ 1/4 section \_\_\_\_\_, township \_\_\_\_\_ range \_\_\_\_\_ W2

Proposed Development \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 8. Development involves:

New Building \_\_\_\_\_ Addition \_\_\_\_\_

Moving in Building \_\_\_\_\_ Alteration \_\_\_\_\_

9. Estimated dates of development: \_\_\_\_\_

10. Completion date: \_\_\_\_\_

### 11. Declaration of Applicant:

I, \_\_\_\_\_ of \_\_\_\_\_

In the Province of \_\_\_\_\_, solemnly declare that all of the above statements within this 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 further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to then application.

Date: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_

\_\_\_\_\_



Rural Municipality of Sasman No. 336  
Application for Building Permit

I hereby make application for a permit \_\_\_\_\_ Construct  
\_\_\_\_\_ alter  
\_\_\_\_\_ reconstruct

The information below and to the plans and documents attached to this application.

1. Civic address or location or work: \_\_\_\_\_
2. Legal Land description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_
3. Owner: \_\_\_\_\_
4. Engineer/Designer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Contractor \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Nature of the work: \_\_\_\_\_
7. Intended use of the building: \_\_\_\_\_
8. Size of the building: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_
9. Number of Storeys: \_\_\_\_\_ Fire Escapes: \_\_\_\_\_
10. Number of Stairways: \_\_\_\_\_ Width of Stairways \_\_\_\_\_
11. Number of Exits : \_\_\_\_\_ Width of Exits: \_\_\_\_\_
12. Foundation Soil Classification and Type \_\_\_\_\_
13. Footings: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
14. Foundations: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
15. Exterior Walls: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
16. Roof: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
17. Studs: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
18. Floor Joists: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
19. Girders: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
20. Rafters: \_\_\_\_\_ Material: \_\_\_\_\_ Size: \_\_\_\_\_
21. Chimneys: \_\_\_\_\_ Number: \_\_\_\_\_ Size: \_\_\_\_\_  
Material: \_\_\_\_\_ Size: \_\_\_\_\_
22. Heating: \_\_\_\_\_ Lighting: \_\_\_\_\_ Plumbing: \_\_\_\_\_
23. Sewage System: \_\_\_\_\_ Tank Size: \_\_\_\_\_ Permit #: \_\_\_\_\_
24. Estimate value of Construction(excluding Site) \_\_\_\_\_
25. Building Area(area of Largest Storey) \_\_\_\_\_ Squares meters
26. Fee for Building Permit \_\_\_\_\_

I hereby agree to comply with the Building Bylaw of the Local Authority and acknowledge that it is my responsibility to endure compliance with the Building Bylaw of the local authority 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 local authority or its authorized representatives.

\_\_\_\_\_  
Date

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

Site Plan

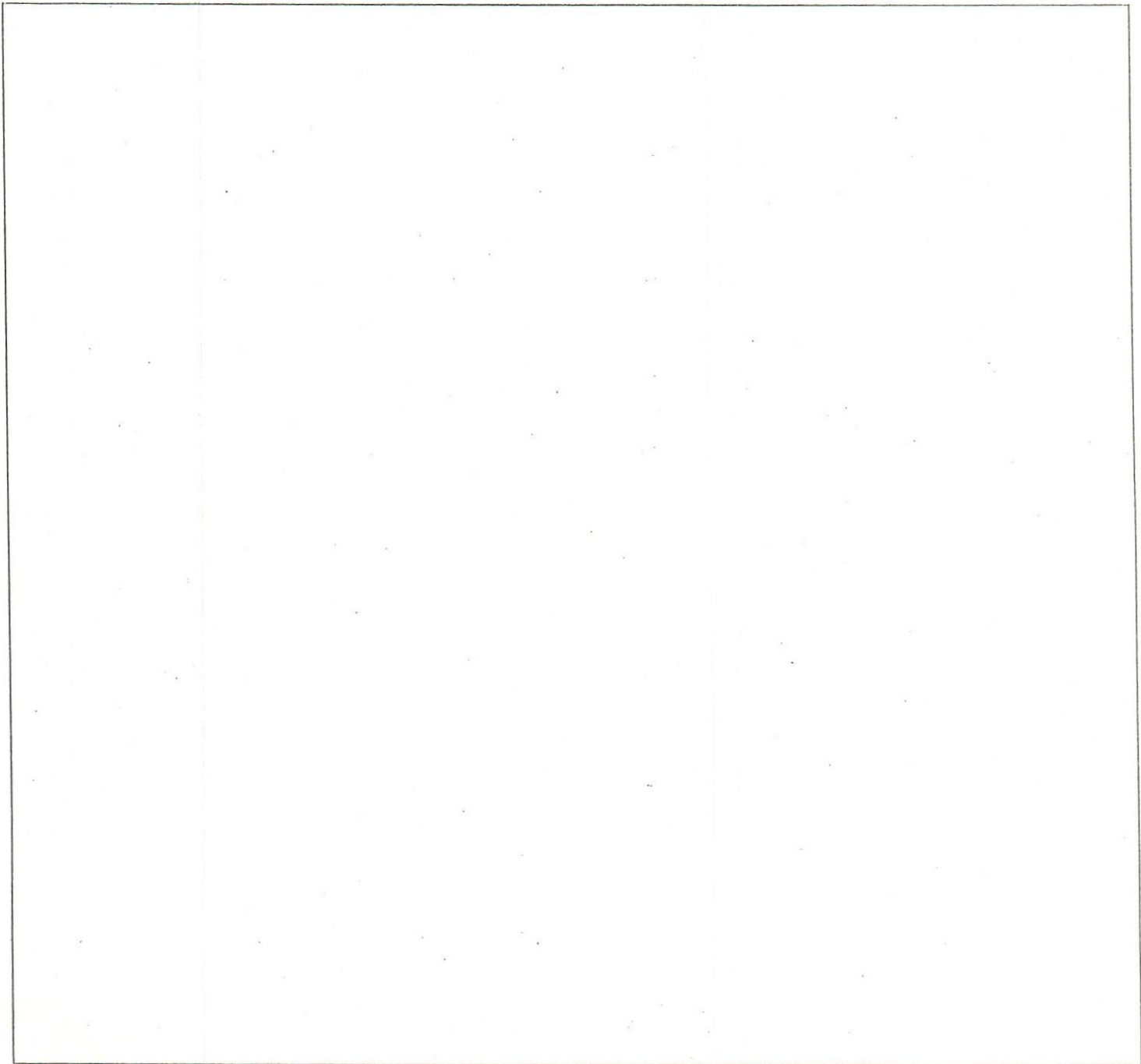
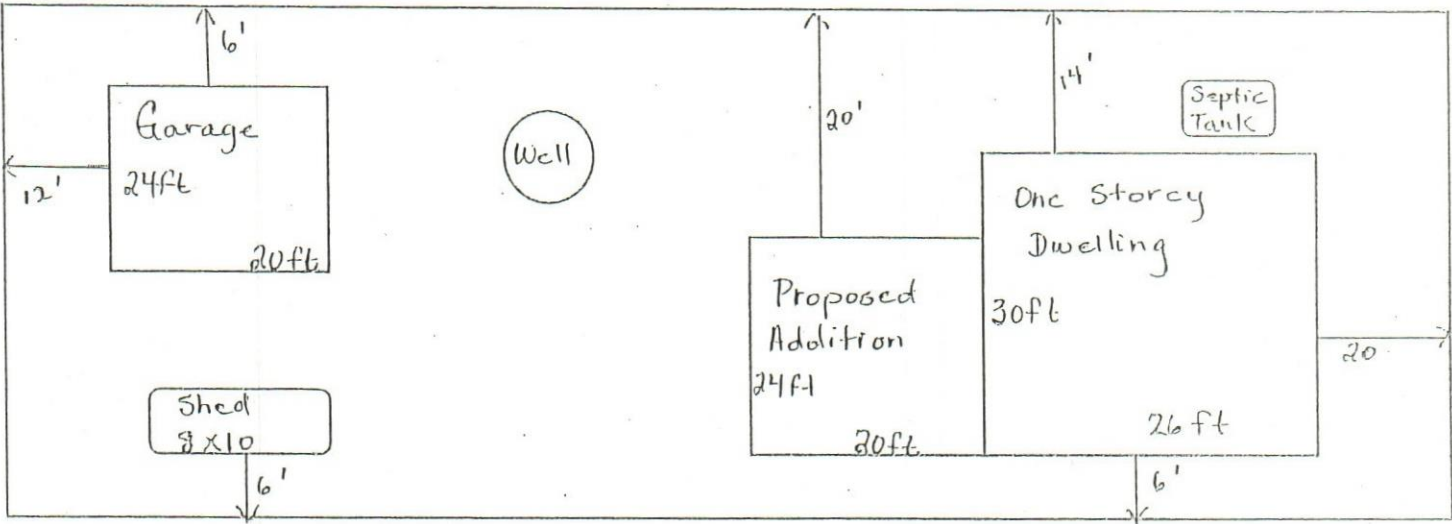
Legal Land Description: \_\_\_\_\_

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

Description of the Building: \_\_\_\_\_

Sketch property showing different dimensions of property, all existing and proposed buildings to property lines and septic tank and well on the property.

EXAMPLE:



DECK WORKSHEET

Please complete the following:

DECK DESIGN:

- (a) Deck Height: \_\_\_\_\_  
\*Guardrail required when deck height is > 600mm (24") above finished grade\*
- (b) Guardrail Height: \_\_\_\_\_
- (c) Cantilever: \_\_\_\_\_  
\*Maximum 600mm (24")\*
- (d) Maximum 100mm (4") spacing

DECK CONSTRUCTION:

Guardrail Construction (check all that apply)

- ☐ Glass ☐ Vertical Spindles
- ☐ Wood ☐ Horizontal Spindles
- ☐ Metal ☐ Metal  
\*permitted when deck is < 4.2m (13.9')\*

(e) Joist Size: 2x \_\_\_\_\_

Material: \_\_\_\_\_

(f) Beam Size: ☐ 2 ☐ 3 ☐ 4 - 2x \_\_\_\_\_

Material: \_\_\_\_\_

(g) Column Size: ☐ 4x4 ☐ 6x6

Material: \_\_\_\_\_

Number of Columns: \_\_\_\_\_

(h) Foundation:

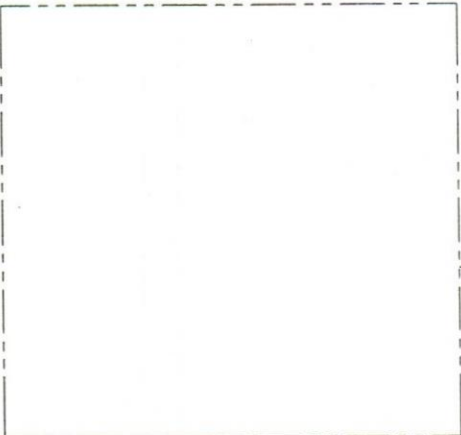
- ☐ Deck Blocks
- ☐ Piles: Diameter \_\_\_\_\_ x Depth \_\_\_\_\_

(i) Stringer Size: 2x \_\_\_\_\_

Material: \_\_\_\_\_

Number of Stringers: \_\_\_\_\_

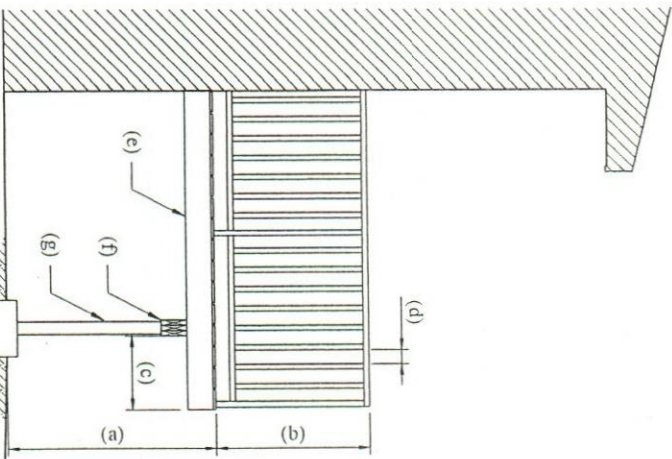
Property Line



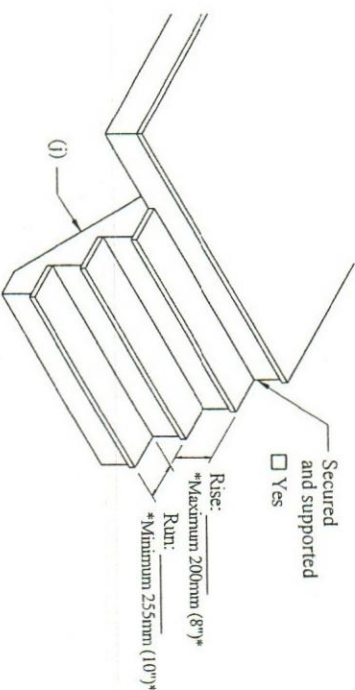
SITE PLAN:

Sketch house footprint and deck location and indicate the following:

- ☐ Overall dimensions of deck
- ☐ Distance to property lines
- ☐ Location of beams
- ☐ Location of columns



DECK



Secured and supported  
☐ Yes

Rise: \_\_\_\_\_  
\*Maximum 200mm (8")\*

Run: \_\_\_\_\_  
\*Minimum 255mm (10")\*

NOTE: Handrail required when more than 3 risers.

STAIR

JOIST SPANS			2 PLY BEAMS			3 PLY BEAMS			
Joist Size	16" o.c.	24" o.c.	Joist Length	2 x 6	2 x 8	2 x 10	Joist Length	2 x 8	2 x 10
2 x 6	9'-0"	8'-2"	8'-0"	6'-7"	8'-5"	10'-3"	8'-0"	9'-10"	12'-7"
2 x 8	11'-2"	10'-7"	10'-0"	6'-1"	7'-6"	9'-2"	10'-0"	9'-2"	11'-3"
2 x 10	13'-5"	12'-9"	12'-0"	5'-8"	6'-10"	8'-4"	12'-0"	8'-5"	10'-3"

Owner's Name: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

Provided by:





Special Criteria for Subdivisions around Fishing Lake and Aurora Beach.

- All land must be at a minimum elevation of 531.6 meters. Your Building contractor will be required to sign off on the required elevation. (Required for Developments around Fishing Lake)
- Existing Subdivisions/Hamlets will be required to have a Minimum elevation for bottom of the floor joists or top of the slab on grade must be 531.9. Slab on grade plan must be certified and stamped by an Architect or a Licensed Engineer registered in Saskatchewan.  
(Required for Developments around Fishing Lake)
- All New Subdivision surrounding Fishing Lake within the R.M. of Sasman No. 336 shall be adequately flood proofed. The bottom of the floor joists or Slab on Grade must be at 532.1 ASL. and the fill of the lot must be 531.6 with 70 % of the lot filled at this level.
- At the Aurora Beach Subdivision the Minimum Level of the Floor Joists or Slab on Grade must be at 531.36.
- Please be advised that that the paved road from Highway #5 south to Northshore and all paved roads within the Organized Hamlet of Northshore are restricted to the weight of eight (8) tonne.

January 5<sup>th</sup>, 2021

RM of Sasman No. 336  
Box 130  
Kuroki, SK  
S0A 1Y0

Re: Limiting Distances and Fire Department Response  
RM of Sasman No. 336, Saskatchewan

Recently, I have been contacted by drafting firms / professional designers asking if the requirements regarding the Limiting Distance and Fire Department Response, Section 9.10.15.3. in the National Building Code are being enforced in your municipality. These requirements state:

"9.10.15.3.(1) Except for the purpose of applying Sentences 9.10.15.2.(2), 9.10.15.4.(3) and 9.10.15.5.(13), a limiting distance equal to half the actual limiting distance shall be used as input to the requirements of this Subsection, where

- a) the time from receipt of notification of a fire by the fire department until the first fire department vehicle arrives at the building exceeds 10 min in 10% or more of all calls to the building, and
- b) any storey in the building is not sprinklered."

The limiting distance referred to in this section is that distance from an exposing building face (building wall) facing a property line measured at right angles to the building wall.

The requirement listed above is only concerned with the time from receipt of notification of a fire by the fire department until the arrival of the first fire department vehicle at the building. It specifies a 10-minute time limit must be met in more than 90% of the calls to a building served by the fire department. This reliability level and provision for flexibility is essentially consistent with NFPA 1710, "Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments."

Where the 10-minute limit cannot be met by the fire department at least 90% of the time, the building code requires that when determining the type of wall construction, a value corresponding to half the actual limiting distance must be used.

The result of this requirement would include one of the two following options:

1. The minimum setback for a building would need to be doubled what it would currently be permitted. For example, a house permitted to be located 4' from the property line would need to be located not less than 8' to the property line.
2. If the setback for a building is not increased, then the construction of the walls facing the property line would need to be changed to comply with the following:
  - a. The exterior walls facing the property lines would need to be clad with metal or noncombustible cladding (i.e.: masonry, cementitious stucco,)
  - b. The cladding would need to be installed without furring members over gypsum sheathing at least 12.7 mm thick or over masonry,
  - c. The interior of the walls would need to be covered with ½" Type X (fire rated) drywall.



To determine the building code requirements during the plan review for any new construction within your municipality, Meridan Inspections will require a letter from the local fire department and signed by the fire chief. The letter must state whether the fire department can meet the 10-minute time limit in more than 90% of the calls to a building served by the fire department from receipt of notification of a fire by the fire department until the arrival of the first fire department vehicle at the building.

If the fire department cannot meet the 10-minute time limit in more than 90% of the calls, all new residential buildings constructed will need to comply with the requirements listed above, effective immediately.

Should you have any questions or concerns regarding the above, please do not hesitate to contact me.

Yours truly,

Remi Boissonnault  
Building Official



# ATTACHED GARAGE WORKSHEET

Please complete the following:

## ROOF:

- Roofing: ☐ Asphalt Shingles ☐ Metal Roofing ☐ Other: \_\_\_\_\_
- Roof Sheathing: ☐ Plywood ☐ Other: \_\_\_\_\_
- Thickness of Sheathing: ☐ 3/8" ☐ 7/16" ☐ Other: \_\_\_\_\_
- Roof Structure: ☐ Pre-engineered ☐ Other: \_\_\_\_\_
- \*Provide additional information (size, spacing, ...etc.)\*

Spacing of Trusses: ☐ 16" o.c. ☐ 24" o.c.

Roof Overhang (a): \_\_\_\_\_

## FOUNDATION:

- Depth of Existing House Foundation: \_\_\_\_\_
- ☐ Foundation Wall: \_\_\_\_\_
- Wall: \_\_\_\_\_ x Thickness \_\_\_\_\_
- Footings: \_\_\_\_\_ x Thickness \_\_\_\_\_
- ☐ Grade Beam and Piles: \_\_\_\_\_
- Grade Beam: \_\_\_\_\_ x Depth \_\_\_\_\_
- Reinforcing \_\_\_\_\_ x Depth \_\_\_\_\_
- Pile: \_\_\_\_\_
- Reinforcing \_\_\_\_\_

## SITE PLAN:

Size of Proposed Garage: \_\_\_\_\_

- Indicate the following:
- ☐ Distance to Rear Property Line (c)
- ☐ Distance to Side Property Line (d)
- ☐ Location and size of all doors and windows (i.e. the walls in which they are installed)
- ☐ All existing buildings on lot
- ☐ Dimensions and shape of lot
- \*If not rectangular, provide actual dimensions or provide separate site plan\*

NOTE: Soffit projections must not project to less than 0.45m from the property line.

## WALLS:

- Exterior Siding: ☐ Vinyl ☐ Stucco ☐ Metal ☐ Other: \_\_\_\_\_
- Air Barrier: ☐ Hardboard ☐ Building Paper ☐ Plywood
- Wall Sheathing: ☐ OSB
- Thickness of Sheathing: ☐ 3/8" ☐ 1/2" ☐ Other: \_\_\_\_\_
- Wall Framing: 2x \_\_\_\_\_ @ \_\_\_\_\_ 16" o.c. 24" o.c.
- Height of Exterior Walls (b): \_\_\_\_\_
- Wall Anchorage: ☐ 3/8" Bolts ☐ 1/2" Bolts
- Spacing of Bolts: \_\_\_\_\_

Lintel Size and Number of Piles for:

- Main Door(s): ☐ 2 ☐ 3 - 2x \_\_\_\_\_
- Window(s): ☐ 2 ☐ 3 - 2x \_\_\_\_\_
- Size of Window: \_\_\_\_\_ x \_\_\_\_\_
- Overhead Door(s): ☐ 2 ☐ 3 - 2x \_\_\_\_\_
- Size of Overhead Door: \_\_\_\_\_ x \_\_\_\_\_

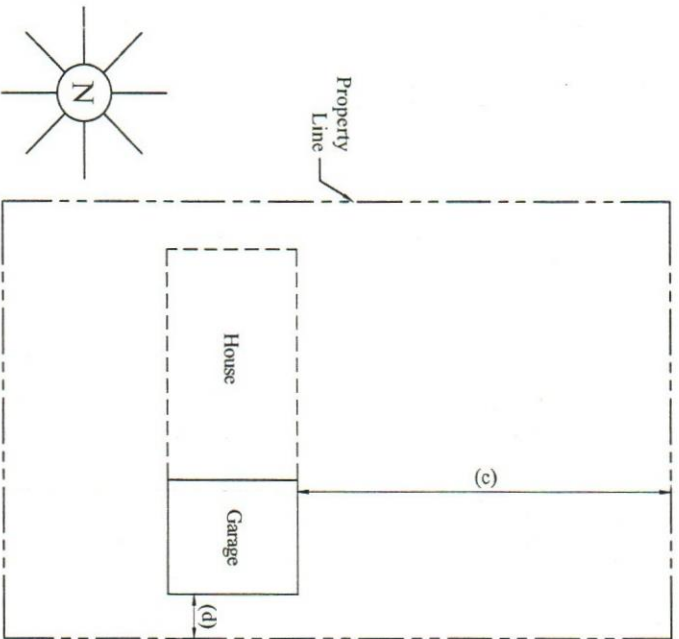
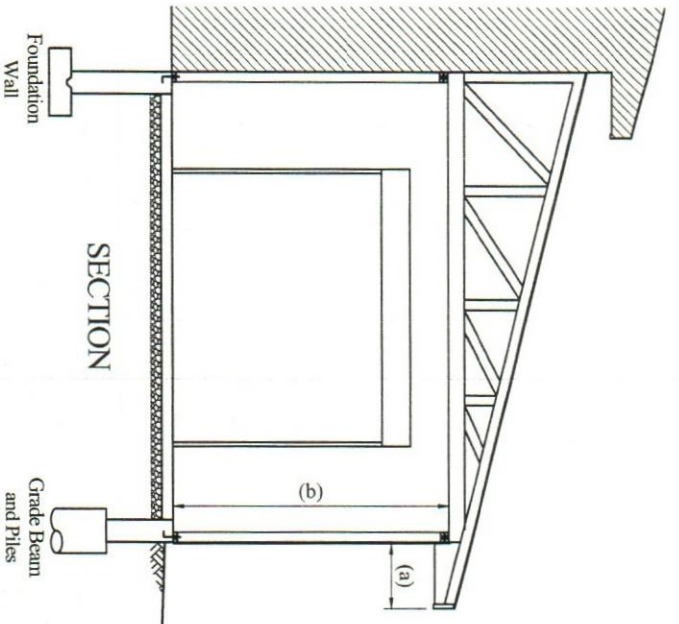
## INTERIOR FINISHES:

- Will the garage:
- have insulation installed ☐ Yes ☐ No
  - have vapour barrier installed ☐ Yes ☐ No
  - have interior finishes installed ☐ Yes ☐ No
  - have any plumbing fixtures ☐ Yes ☐ No
  - be heated ☐ Yes ☐ No

## DOOR (INTO HOUSE):

- ☐ Weather stripped
- ☐ Self-closer
- ☐ Deadbolt Lock
- ☐ Blocked at lock-height to frame
- ☐ Hinges secured to solid wood frame
- ☐ No operable windows

NOTE: Air duct systems cannot be interconnected with other parts of dwelling unit.



SITE PLAN

Owner's Name: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

Provided by:



# DETACHED GARAGE WORKSHEET

Please complete the following:

## ROOF:

Roofing:

☐ Asphalt Shingles ☐ Metal Roofing ☐ Other: \_\_\_\_\_

Roof Sheathing:

☐ OSB ☐ Plywood ☐ Other: \_\_\_\_\_

Thickness of Sheathing:

☐ 3/8" ☐ 7/16" ☐ Other: \_\_\_\_\_

Roof Structure:

☐ Pre-engineered ☐ Other: \_\_\_\_\_

\*Provide additional information (size, spacing, etc.):\*

Spacing of Trusses:

☐ 16" o.c. ☐ 24" o.c.

Roof Overhang (a): \_\_\_\_\_

## WALLS:

Exterior Siding:

☐ Vinyl ☐ Stucco ☐ Other: \_\_\_\_\_

☐ Hardboard ☐ Metal

Air Barrier:

☐ House Wrap ☐ Building Paper

Wall Sheathing:

☐ OSB ☐ Plywood

Thickness of Sheathing:

☐ 3/8" ☐ 1/2" ☐ Other: \_\_\_\_\_

Wall Framing: 2x \_\_\_\_\_ @ ☐ 16" o.c. ☐ 24" o.c.

Height of Exterior Walls (b): \_\_\_\_\_

Wall Anchorage:

☐ 3/8" Bolts ☐ 1/2" Bolts

Spacing of Bolts: \_\_\_\_\_

Lintel Size and Number of Piles for:

Main Door(s): ☐ 2 ☐ 3 - 2x \_\_\_\_\_

Window(s): ☐ 2 ☐ 3 - 2x \_\_\_\_\_

Size of Window: \_\_\_\_\_ x \_\_\_\_\_

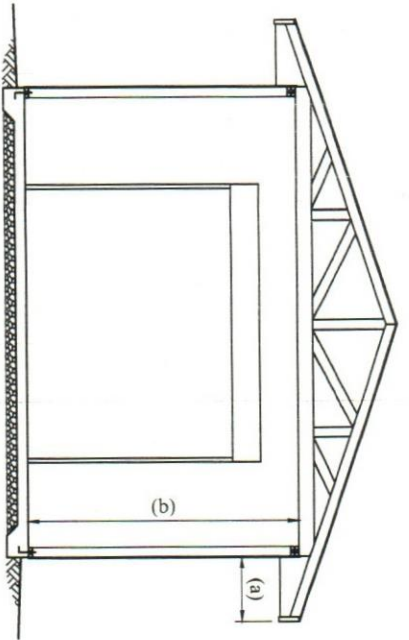
Overhead Door(s): ☐ 2 ☐ 3 - 2x \_\_\_\_\_

Size of Overhead Door: \_\_\_\_\_ x \_\_\_\_\_

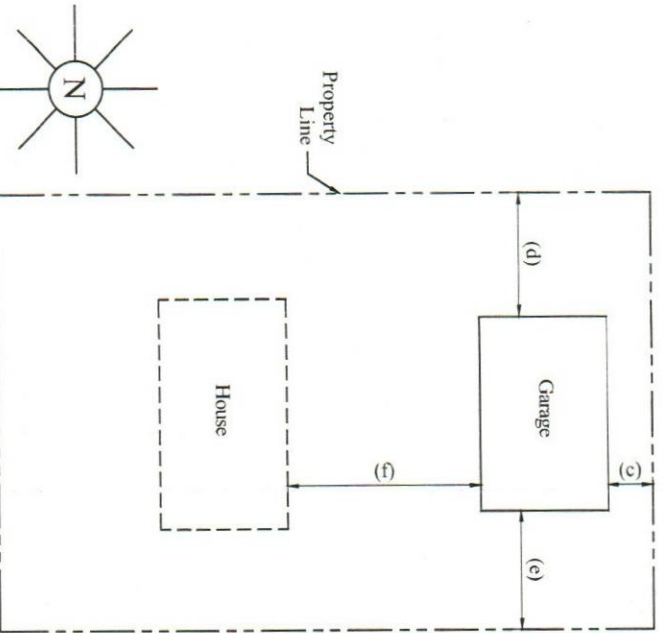
## INTERIOR FINISHES:

Will the garage:

- ☐ have insulation installed ☐ Yes ☐ No
- ☐ have vapour barrier installed ☐ Yes ☐ No
- ☐ have interior finishes installed ☐ Yes ☐ No
- ☐ have any plumbing fixtures ☐ Yes ☐ No
- ☐ be heated ☐ Yes ☐ No



SECTION



SITE PLAN

## SITE PLAN:

Size of Proposed Garage: \_\_\_\_\_

Indicate the following:

☐ Distance to rear property line (c)

☐ Distance to side property lines (d)(e)

☐ Distance to house (f)

☐ Location and size of all doors and windows (i.e. the walls in which they are installed)

☐ All existing buildings on lot

☐ Dimensions and shape of lot

\*If not rectangular, provide actual dimensions or provide separate site plan\*

NOTE: Soffit projections must not project to less than 0.45m from the property line.

Owner's Name: \_\_\_\_\_

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

Municipality: \_\_\_\_\_

Provided by:

