

Is a Building Permit Required?

Permits are required for:

- New construction
- Garages, carports, and boat houses
- Decks and platforms more than 300 mm (12") above ground level
- RTM, modular and manufactured homes
- Renovations and alterations affecting structural members or safety features (e.g. bedroom windows)
- Additions to existing buildings
- Basement development
- Secondary suites
- Accessory buildings greater than 10 m²
- Fireplaces, wood stoves and heaters
- Retaining walls that could affect a structure or are near a property
- Foundation repairs or replacements
- Roof replacements
- Solar panels that are roof mount
- Change to the use of the building
- Temporary buildings or structures
- Relocating an existing building
- Remedying an unsafe condition or fire inspection order
- Demolishing a building

Permits not typically required for:

- Fences
- Driveways, sidewalks, and parking lots
- Replacement of materials like shingles or siding, or cosmetic upgrades not affecting structural members or safety features
- Accessory buildings less than 10 m² (e.g. garden sheds or tool sheds); but maximum of one per lot.

Please check your local building bylaws, and if in doubt, contact **PBI**.



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

www.pro-inspections.ca

PBI has been in business since 1992, and is Saskatchewan's **largest** locally owned and operated National Building Code inspection company.

All our inspectors are Licensed Building Officials and can cover Class 1 to Class 3 projects.



Building Safer Communities Together

Building Permits

According to the Construction Codes Act, the **owner** is responsible to ensure their building is designed and constructed to standard.

To save **time** and **money**, apply for a Building Permit before starting. It initiates a Plan Review, to assess your design against the standards. If your project is exempt for requiring a Permit, it will be determined at that time.

Process:

1. Apply for Development Permit from municipality.
2. If approved, apply for Building Permit from municipality.
3. PBI conducts the Plan Review.
4. If approved, municipality issues a Building Permit.
5. Owner requests inspections at the steps outlined in the Plan Review.

For more information, see inside.



Items Required for Residential Projects

What Items are Needed for a Plan Review?	New Dwelling / Housing Unit	RTM / Modular / Post-Move	Mobile (Manufactured) Home	Addition / Living Space / Sec. Suite	Renovation (structural, egress, change of opening sizes)	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)	Storage only (no living space & unheated)
Documents required, for different types of projects, are indicated below by a √.														
These must be reviewed by PBI, as part of a plan review, before a building permit can be issued.														
E-mail these documents, in PDF format, to the municipal office .														
Requirements may vary for unique or larger projects. Please consult with PBI.														
Plans marked with “Not for construction”, “Not for permit” or “Preliminary” will not be accepted for review.														
Site Plan (lot & project size & shape, North direction, distance to & what borders property lines, streets, etc.)	√	√	√	√	√		√	√	√	√	√	√	√	√
Building Plans (floor plans, elevations, structural details, window & door details, material lists, etc.)	√	√	√	√	√	√	√	√	√	√		√		√
Energy Code Forms (optional compliance paths, code edition)	√	√												
Building Designs stamped by an engineer (design specific to the project and for intended use)										√				
Foundation Designs stamped by a structural engineer (site specific)	√	√		√				√			√	√		
Geotechnical Report (if required by zoning bylaws or by an engineer recommendation)	√	√	√	√	√		√	√	√	√	√	√		√
PBI Specifications Sheet (plus all information requested in the sheets)			√		√	√	√		√				√	√
Information Below is Required BEFORE the Framing Inspection														
Roof truss designs & layouts stamped by an engineer (NBC compliant)	√			√	√			√	√	√			√	√
Floor truss and/or LVL designs & layouts stamped by an engineer	√			√	√									√
Fireplace or Wood Stove Manufacturer Specifications	√	√		√	√	√								
Residential Mechanical Ventilation Design Summary	√	√	√	√	√									
* Pole Building: Please detail intended use. Include noting if vehicles will be repaired in the building, and if building is for personal or business use, etc.														

Inspections Required for Residential Projects

<p>It is owner's responsibility to call for all inspections noted in the Plan Review.</p> <p>Book them at least 48 hours ahead.</p> <p>Contact Your Building Official</p> <p>Failure to do so may result in delays, additional fees, building orders, or removing of materials.</p>	<p>Foundation: Prior to pouring. Once footings, weeping tile (if required), and forms with rebar in place. Prior to backfilling for PWF foundations.</p> <p>Anchoring: Prior to skirting the mobile home. Prior to insulating RTM basement perimeter walls, or insulating the attached garage.</p> <p>Framing: Prior to insulating. Once framing is complete and plumbing, heating and electrical roughed in. During construction of party wall for duplex or multi-unit residential.</p> <p>Ins & VB: Prior to covering the insulation and vapour barrier with gypsum board or other material.</p> <p>Occupancy: Prior to occupancy. Before moving in, or sleeping overnight. If all work not completed, a Final inspection will be required.</p> <p>Final: When construction complete. All interior and exterior work complete. Must pass Final inspection to close the permit.</p>
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