

## 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 m<sup>2</sup>
- 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
- Remediating 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 m<sup>2</sup> (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**.



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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.



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**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, <b>before</b> a building permit can be issued.  <b><u>E-mail</u></b> these documents, in PDF format, to the <b><u>municipal office</u></b> .  Requirements may vary for unique or larger projects. Please consult with PBI.  <b>Plans marked with “Not for construction”, “Not for permit” or “Preliminary” will not be accepted for review.</b>														
<b>Site Plan</b> (lot & project size & shape, North direction, distance to & what borders property lines, streets, etc.)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
<b>Building Plans</b> (floor plans, elevations, structural details, window & door details, material lists, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
<b>Energy Code Forms</b> (optional compliance paths, code edition)	✓	✓										✓		✓
<b>Building Designs stamped by an engineer</b> (design specific to the project and for intended use)										✓				✓
<b>Foundation Designs stamped by a structural engineer</b> (site specific)	✓	✓		✓				✓			✓	✓		✓
<b>Geotechnical Report</b> (if required by zoning bylaws or by an engineer recommendation)	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
<b>PBI Specifications Sheet</b> (plus all information requested in the sheets)			✓		✓	✓	✓		✓				✓	✓
<b>Information Below is Required BEFORE the Framing Inspection</b>														
<b>Roof truss designs &amp; layouts stamped by an engineer</b> (NBC compliant)	✓			✓	✓			✓	✓	✓			✓	✓
<b>Floor truss and/or LVL designs &amp; layouts stamped by an engineer</b>	✓			✓	✓									✓
<b>Fireplace or Wood Stove Manufacturer Specifications</b>	✓	✓		✓	✓	✓								✓
<b>Residential Mechanical Ventilation Design Summary</b>	✓	✓	✓	✓	✓									✓
* <b>Pole Building:</b> 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 <b>owner's</b> responsibility to call for all inspections noted in the <b>Plan Review</b>.</p> <p>Book them at least <b>48 hours</b> ahead.</p> <p style="text-align: center;"><b>Contact Your Building Official</b></p> <p>Failure to do so may result in delays, additional fees, building orders, or removing of materials.</p>	<p><b>Foundation:</b> <b>Prior to pouring.</b> Once footings, weeping tile (if required), and forms with rebar in place. <b>Prior to backfilling</b> for PWF foundations.</p> <p><b>Anchoring:</b> <b>Prior to skirting</b> the mobile home. <b>Prior to insulating</b> RTM basement perimeter walls, or insulating the attached garage.</p> <p><b>Framing:</b> <b>Prior to insulating.</b> Once framing is complete and plumbing, heating and electrical roughed in. <b>During construction of party wall</b> for duplex or multi-unit residential.</p> <p><b>Ins &amp; VB:</b> <b>Prior to covering</b> the insulation and vapour barrier with gypsum board or other material.</p> <p><b>Occupancy:</b> <b>Prior to occupancy.</b> Before moving in, or sleeping overnight. If all work not completed, a <b>Final</b> inspection will be required.</p> <p><b>Final:</b> <b>When construction complete.</b> All interior and exterior work complete. Must pass Final inspection to <b>close</b> the permit.</p>
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