

**APPLICATION PROCESS FOR A DEVELOPMENT
PERMIT**

Development Permit Applications will take approximately **1-2 months** to process. Development Permits not filled in properly with all necessary information and application fees **will result in a delay** in processing and approving the application. Some permits may be required to go to the Municipal Council for review, and notification may be required for surrounding landowners or additional stakeholders. When submitting a development permit please provide yourself adequate time to receive the written approval from the Development Officer **PRIOR** to ordering, purchasing your materials, or initiating construction. The RM may also require building permits in addition to development permits. Applicants shall be required to pay for all fees prior to approval of permits.

Application Checklist

Your permit shall not be considered complete until you submit **all** of the following:

- | | |
|---|---|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Site plan included, and shows: |
| <input type="checkbox"/> Required permit application fee | <input type="checkbox"/> North Arrow |
| <input type="checkbox"/> Required photos and floor plan | <input type="checkbox"/> Site boundary, dimensions, and size |
| <input type="checkbox"/> Application contact information | <input type="checkbox"/> Dimensions of all existing and proposed structures |
| <input type="checkbox"/> Registered owner information | <input type="checkbox"/> Distances from all site boundaries from structures |
| <input type="checkbox"/> Location of proposed development | <input type="checkbox"/> Location of existing and proposed utilities, and roads |
| <input type="checkbox"/> Start and completion date | <input type="checkbox"/> Dimensions of structure frontage |
| <input type="checkbox"/> Thorough description of existing land uses | <input type="checkbox"/> Total floor area of all structures |
| <input type="checkbox"/> Description of proposed land uses | |
| <input type="checkbox"/> Appropriate signatures | |

REAL PROPERTY SURVEYOR'S REPORTS

Any proposed residential or commercial development within Lakeshore Development Districts, Country Residential Districts, Commercial Districts, Conservation Districts and Hamlet Districts are **required** to provide a Real Property Surveyor's Report (RPSR) for any development **200 square feet and over** that are placed on top of the ground or in the ground. The following are some examples of foundations underneath structures that require submission of a RPSR: skids, pony walls, pilings, cement or gravel pads, and/or cement blocks.

The completion of the RPSR is to be completed after the foundation has been constructed, but before the installation of the remainder of the structure. The justification for this is to allow for the relocation of the foundation should it not meet the minimum yard setback requirements. The RPSR is to be submitted to the R. M. office for review and setback verification within 90 days of your estimated start date for construction. Should additional time be needed to submit the Report, a written request for an extension must be presented to Council for their approval prior to the expiration date of the 90 days grace period.

Consequences of late RPSR or the Report showing non-conformance to setback regulations:

1. Inabilities to close a Development Permit file resulting in correspondence with the R. M. office about the estimated time of arrival for the RPSR.
2. To conform to setback regulations, Council may require any of the following:
 - a. Removal of the building;
 - b. Movement of building away from property line; or,
 - c. Purchase of sufficient land from adjacent landowner to abide by setbacks.
3. Resubmission of an updated RPSR showing compliance with zoning district setback regulations.

PLEASE NOTE:

During construction and renovation be reminded to use the Transfer Site or rent a construction bin for your project. Please refrain from using Hamlet bins for construction waste as they are for household bagged garbage only. The transfer site hours are as follows:

Summer Hours are in effect from April 1st to October long weekend, inclusively:

Wednesday	11:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 3:00 p.m.
Sunday	9:00 a.m. to 5:00 p.m.
Holiday Mondays (May to September ONLY) 1:00 p.m. to 4:00 p.m.	

Winter hours are in effect after the October long weekend to March 31st:

Wednesday	10:00 a.m. to 5:00 p.m.
Sundays	12:00 p.m. to 6:00 p.m.

To rent a bin from WYWRA please contact (877) 775-4545.

PNHR

SAMA

FORM A

Application # _____

Zoning Bylaw No. 94-4

Roll # _____

Class: _____

RM OF MERVIN NO. 499
DEVELOPMENT PERMIT APPLICATION

Development Permit Applications may take approximately 1-2 months to process due to the requirement of additional information, notification procedures, presentation to Council, or due to the time of year. For more information about permit requirements, contact the Municipal Planner at (306) 845-7333.

Application Fees: (Non-refundable)

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Permitted Use - \$100 <input type="checkbox"/> 2. Discretionary Use - \$200 <input type="checkbox"/> 3. Sign Permit - \$50 <input type="checkbox"/> | <p>Contact the Municipal Planner to determine if your application is a permitted or discretionary use. The fees are based on an average cost to review and approve permits. Permit fee rational is available upon request.</p> |
|--|--|

Development Adjacent to Commercial or Residential Development: RPSR

Any proposed residential or commercial development that directly borders another residential or commercial development shall be required to produce a Real Property Surveyor's Report (RPSR) for all buildings or structures 18.6 square metres (200 square feet) in area or larger on a permanent foundation, except those exempted from requiring a development permit. The RPSR shall be undertaken after installation of the permanent foundation, but before installation or construction of the building above the permanent foundation. A permanent foundation shall be defined as any concrete pads, pilings made of any material, pony walls or other support structures made of concrete, wood, steel or other metal, placed on or in the ground where a building will be constructed or installed.

Permits required to provide an RPSR shall occur after the construction of the foundation, but prior to building construction or installation, and shall be received within 90 days of the foundation installation:

Any development permit application for a proposed residence on potentially hazardous land as defined in the Zoning Bylaw No. 94-4 and the Official Community Plan or lands that have an interest registered on the title pursuant to Section 130 of the Act, must be accompanied by a Real Property Surveyor's Report prepared by a Saskatchewan Land Surveyor, which illustrates that the proposed elevation of the finished main floor is above the Safe Building Elevation.

- YES Contact the RM's Municipal Planner to assist you in determining
- NO whether your permit requires the submission of a RPSR.

Surface Drainage: is the responsibility of the applicant. The applicant is required to ensure that development shall not alter surface drainage in such a way that it causes adverse effects on adjacent landowners.

Site and Floor Plan Requirements:

Your permit shall not be considered completed until you submit **all** of the following:

- 1) Submission of **any required photos, floor plans or exterior elevations** of the building;
- 2) Attach a **site plan drawing** (see example at the back of this form) showing the following:

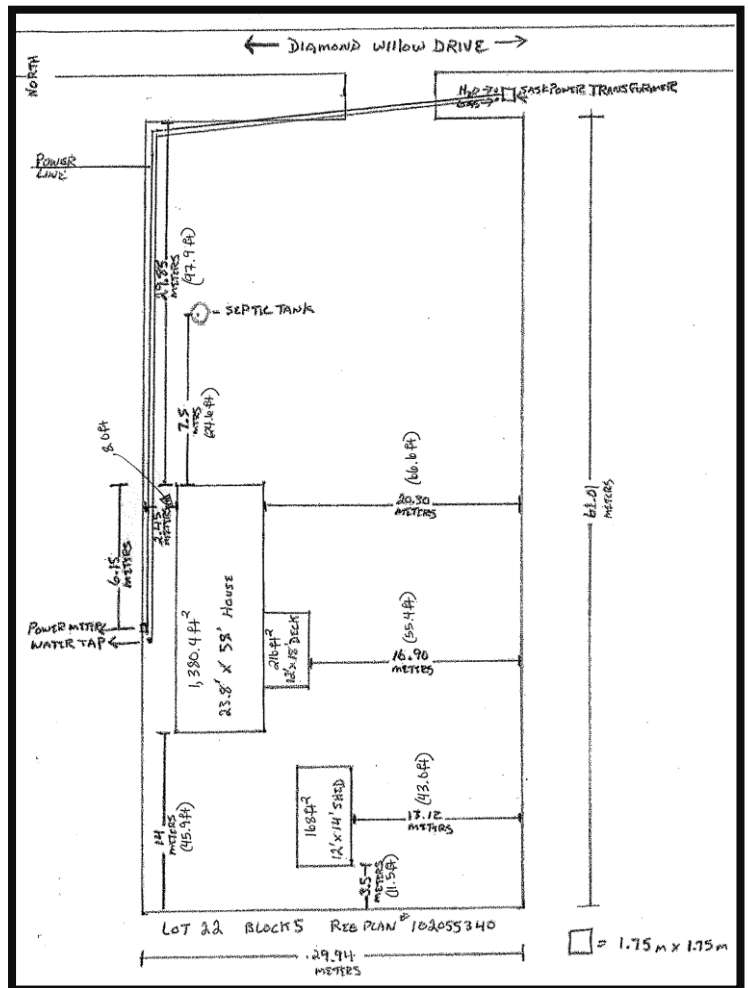
Principle and Accessory Building Minimum Setback Regulations

	AG		CON		LD		CR		H	
	Principle	Accessory	Principle	Accessory	Principle	Accessory	Principle	Accessory	Principle	Accessory
Front	150 ft.	150 ft.	150 ft.	150 ft.	20 ft.	20 ft.	50 ft.	50 ft.	20 ft.	20 ft.
Side	10 ft.	10 ft.	10 ft.	10 ft.	5 ft.	5 ft.	10 ft.	10 ft.	5 ft.	5 ft.
Rear	10 ft.*	10 ft.*	10 ft.*	10 ft.*	10 ft.*	5 ft.*	10 ft.	10 ft.	10 ft.	10 ft.

*Minimum setback applies except for lakeshore sites where the minimum setback shall be 6.0 metres (20.0 ft.) and the front setback shall reflect the original rear setback, except for the AG – Agriculture District and the CON – Conservation District.

SITE PLAN REQUIREMENTS

- North arrow
- Parcel dimensions
- Label, and provide location and dimensions of all existing buildings and structures and all distances
- Label, and provide location and distances of all proposed buildings and structures and all distances
- Location of water and sewer utility system, with distances to property boundary
- Location of all existing and proposed approach and driveway.
- Location of adjacent roadway.
- Location of distinguishing physical features located on or adjacent to the property including, such as Turtle Lake or Bright Sand Lake, sloughs, streams, drainage ways including culverts, wetlands, slopes, bluffs, etc.; and
- Floor plan for residential buildings (i.e, cabins, bunkhouses).
- Cross-section diagram of decks.
- Location of on-site parking.



Development Information:

1. Applicant:

Name: _____ Phone: _____

Address: _____ Postal code: _____

Email: _____

2. Registered Owner: _____ as above or,

Name: _____ Phone: _____

Address: _____ Postal code: _____

3. Legal Land Description:

LSD or 1/4 _____ Sec. _____ Twp. _____ Rge. _____ W _____

Lot(s) _____ Block _____ Registered Plan No. _____ Hamlet _____

4. Existing use of land, buildings, and structures, temporary structures (i.e., RVs):

5. Proposed use of land, buildings and structures, temporary structures (i.e., RVs):

6. Proposed development involves:

New building _____	Addition _____	Residential Use: Principal _____ Secondary _____
<u>Move in building</u> * _____	Alteration _____	
Recreational Vehicle _____		

***NOTE: Move in buildings require photos of each side of building in its current condition.**

7. Estimated dates of development:

Commencement: _____ Completion: _____

8. Other information (e.g. proposed sewage system) _____

9. Declaration of Applicant:

I/We further agree to comply with all Bylaws & Regulations of the RM of Mervin No. 499 respecting development and I/we acknowledge that it is my/our responsibility to ensure compliance with all Saskatchewan Regulations and Acts including The Uniform Building and Accessibility Standards Act, regardless of any review or inspection that may or may not occur by any official of the Municipality. In the event that I/we, the Land Owner(s), fail to complete the RPSR as required, I agree that the RM may complete the RPSR at my/our expense and invoice me/us for the cost along with any necessary administration fees. I/We agree that any expense incurred by the RM to obtain a RPSR and administration or application fees not paid may be added by the RM to the property tax roll of the Land and is deemed for all purposes to be a tax on the Land from the date it was added to the tax roll and forms a lien against the Land in favour of the RM from the date it was added to the tax roll.

I/We acknowledge that my/our personal information (name, phone number, home address and postal code) are being collected under the authority of section 25 of the *Freedom of Information and Protection of Privacy Act*. This information will be used internally within the RM of Mervin office and will be retained with your land file information. If you have questions or concerns about this collection of information, please contact the FOIP Coordinator at (877) 748-2298 or at FOIPCoordinator@gov.sk.ca.

I/We also agree that should be we be bringing in a Ready-to-Move (RTM) or Move-In (MI) building that I/we shall be responsible for all costs associated with tree or brush removal required within municipal right-a-ways to accommodate the building being moved along a municipal road allowance.

I/We, _____ and , _____ solemnly declare that all the above statements contained within this application are true, and I/we 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”.

_____	_____	_____	_____
Date	Signature	Date	Signature

FOR HAMLET BOARD USE ONLY:

Hamlet of _____

1. _____ APPROVED

2. _____ REFUSED

Board Comments: _____

_____ Date

_____ Hamlet Board Signature



Building Permit Application Form

TO BE SUBMITTED TO RM OFFICE

Development Permit Number: _____
 Application Date (M/D/Y): _____

Estimated Project Start Date: _____
 Estimated Project Completion: _____

Owner Name: _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Phone: _____ Alt Phone: _____ Fax: _____	Contractor Name: _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Phone: _____ Alt Phone: _____ Fax: _____
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Architect and/or Engineer (if applicable): _____ Phone: _____
 Mailing Address: _____ City: _____ Postal Code: _____

Legal Subdivision: Part of: _____ ¼ Section: _____ Township: _____ Range: _____ West of 3rd Meridian

Subdivision Name: _____

Lot: _____ Block: _____ Plan: _____ Ext: _____

Project Information: Commercial Residential Multi Residential Farm Institutional Other

Type of Work: New Addition Renovation Accessory Building Basement Dev. Manufactured Home Mobile Home Relocation Deck

Mobile Home Information: CSA# _____ Serial Number: _____ Manufacture : _____ Year: _____

Ready To Move Home Information: CSA# _____ Manufacture: _____

sq. meters sq. feet No. of Stories: _____

Main Floor Area: _____

2nd Floor Area: _____

Basement Area: _____

Developed Yes No

Garage Area: _____

Detached Attached

Detailed Description of Work and/or intended use or occupancy of the building:

Terms and Conditions: I hereby agree to comply with the bylaw of the municipality respecting buildings and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the Municipality, the National Building Code and any applicable Act or Regulation regardless of any review of drawings or inspections that may or may not be carried out by a building official of the Municipality. **Building Inspection fees to be invoiced to the owner by the Municipality once received from the Building Inspector.**

_____ Permit Applicant Name (Please print) _____ Permit Applicant Signature _____ Owner's Signature

Estimated Construction Value: \$ _____ Permit Fee: \$ _____

Permit Conditions: **PLEASE ATTENTIVELY READ PLANS EXAMINATION REPORT**

Jeffery J. Svoboda
 Building Inspector's Name
 Building Officials License Number: **BOL0474**

 Building Inspector's Signature
 Date of Issue (M/D/Y): _____

SVOBODA HOMES CONSTRUCTION & INSPECTIONS

Jeffery J. Svoboda

Licensed Building Inspector Licence # BOL474

Box 594 St. Walburg, Sask. S0M 2T0

Phone/Fax 306-248-3542 Cell 306-248-7449

jjsvobodagen.contracting@sasktel.net

PERMIT APPLICATION GENERAL REQUIREMENTS January 2020

1. **Building Permit not required:** for storage shed structures less than 300 sq. ft. & decks less 24" above grade.
2. Submit a Site Plan with the Location/ Legal Description. Plan includes utility locations, service entrances, setbacks to property lines, easements, driveway & parking.
3. Detailed description of Work and/or intended use or occupancy of the building be filled out on Application Form.
4. Submit a set of Blueprints drawn by a Professional Architect, who is registered or licensed to practice in the Province of Saskatchewan. Name of Architect or Company name must be indicated on Blueprints.
Plans must include:
 - Foundation Plan
 - Elevational Drawings
 - Building Sections
 - Window & Door Schedule
 - Floor Plans: Basement, 1st Floor, 2nd Floor, etc.
 - Detail Drawings regarding Construction requirements: structural, ventilation, waterproofing, exterior/interior finishes, etc.
5. Mobile/Modular Homes & Park Model Trailers require a Floor Plan, CSA Number, Serial Number, Manufacture & Year be submitted with Application.
6. The following concrete foundations are to be designed by a Professional Engineer or Architect, registered to practice in the Province of Saskatchewan; pile foundations, pile and grade beam foundations, foundations with a depth of less than 1.2 m (4'), slabs on grade supporting two stories, slabs on grade for detached garages & accessory buildings greater than 100 m² and complicated foundations deemed necessary by the Building Inspector. These drawings are to be stamped by Engineer. An Engineer's Certificate of Compliance must be submitted upon completion.
7. Metal screw pile foundations in combination with steel or wood beams, PWF walls or ICF concrete or concrete grade beams; including steel screw pile configuration, are to be designed by a Structural Engineer, registered to practice in the Province of Saskatchewan. These drawings are to be stamped by Engineer. An Engineer's Compliance Certificate must be submitted upon completion.
8. ICF insulated concrete foundation and walls must conform to the NBC meeting the requirements of CCMC evaluation and used in accordance with limitations and conditions stated in this report. **Must be erected under direct supervision of the Manufacturer or an Installer certified by Manufacturer.** Must be protected on inside by a thermal barrier, ie. ½" drywall. Must be waterproofed with product-material compatible with Manufacturer's specifications, **below grade to footing, out and over footing min. 75mm.**
9. **All Preserved Wood Frame Foundations** are to be built according to CAN/CSA-S406 "Construction of Preserved Wood Foundations" or **designed by a Professional Engineer.**
10. Structures with crawl spaces must conform to NBC Section 9.18. regarding access, ventilation, drainage heights (clearance), ground cover and fire protection.
11. Accessory buildings/detached garages up to 100 m² and only 1 storey in height can conform to Document pertaining to "ACCESSORY BUILDINGS & DETACHED GARAGES" available from Building Official or Municipality having jurisdiction.

Please contact Building Official (Inspector) with any questions or inquiries regarding filing a Permit Application. If requirements are in place at time of filing Permit Application, process will be efficient, streamline and timely. Thank you.

Building Inspector: **Jeffery J. Svoboda**

Building Official Licence No. **BOL474**

Signature: _____

