



Internal Residential Alteration/Renovation – Information Sheet

Application Fee: \$125.00

Additional Fees:

The following fees are applicable and **must be paid prior to release of your permits:**

Residential Building Permit: **Greater of \$100 or \$ 5.00/1000 construction value**

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee will be invoiced for an amount equal to 100% of the permit fee or \$10,000, whichever is less.

Application Requirements:

- 1) a completed **application form** and receipt of full payment of the **application fee**;
- 2) a copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. The number of bedrooms on the permit **must match** the number of bedrooms in the building construction/alteration plans. New permits from SHA may be required prior to issuance of the building permit;
- 3) a dimensioned **Floor Plan** including size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, use of the room, washrooms, and built-in furnishings;
- 4) submission of **one (1) full set of construction plans****. **All drawings must:**
 - show the owner's name, project name and date;
 - be drawn to scale with the scale indicated;
 - include legible letters, numbers and dimensions;
 - where required, an architect's or engineer's stamp must be included;
 - clearly show the location of existing and new construction for alterations and renovations.

Note: Depending on the scope of work, engineered plans may be required. Please discuss your proposed alteration/renovation with the R.M. and/or MuniCode Services Ltd. to confirm requirements.

****Please note, one (1) full set of construction plans may include the following depending on the scope of the proposed development:**

- a) If structural alterations are proposed, a **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors, and related structural details;
- b) If structural alterations are proposed, a **Cross Section Plan** providing cut through views of the building, list all materials in the applicable wall, floor and roof assemblies including

structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapour protection and insulation;

- c) If electrical systems are affected, an **Electrical Plan** illustrating the type and location of lighting, electrical panels, smoke alarm locations, and carbon monoxide alarm locations;
- d) If mechanical systems are affected, include a **Mechanical Plan** providing a description and location of heating, ventilating and air-conditioning equipment, size and location of duct work, and plumbing fixtures and piping;
- e) If new heating or ventilation equipment are proposed, a **Declaration of Conformance with Ventilation Requirements** form completed by the plumbing and heating contractor chosen to complete the work is required; and
- f) If the building was originally constructed after January 1, 2019, then any internal alterations/renovations will require energy compliance; please submit the required **Energy Compliance form** as found on the R.M. website. If the building was originally constructed before January 1, 2019, then any internal alterations/renovations will not require energy compliance.

The R.M. of Corman Park reserves the right to require any additional information deemed necessary to ensure that proposed construction meets municipal bylaws, the *National Building Code of Canada*, *The Uniform Building & Accessibility Standards Act and Regulations* and any other applicable codes or regulations.

Decision Time Frame:

The timing associated with the provision of a development and building permit for internal residential alterations or renovations will be based upon the completeness and quality of information provided on the application. A **minimum of ten (10) business days** is required to review, process and issue a permit. During peak application submission periods, a minimum of twenty (20) business days may be required to review, process and issue the appropriate permits. Please discuss the current processing timelines with planning staff when you submit your application as these are guidelines only.

Permit Validity:

All permits expire:

- a) one (1) year from the date of issue of the permit if work is not commenced within that period, or
- b) if work is suspended for a period of one (1) year, or
- c) if work is suspended for a period of longer than one (1) year by prior written agreement of the R.M.

If you require an extension to your development and building permit please contact the R.M. Planning Department at least 30 days prior to expiry of your permit.



For Office Use Only	
Date Received:	
Receipt Number:	
Amount Paid:	

Internal Residential Alteration/Renovation – Application Form

1) **Applicant Name:** _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____ Email: _____
 Phone: _____ Cell: _____ Fax: _____

2) **Landowner Name:** (same as applicant

3) **Contractor Name:** (same as applicant

4) **Legal description of land**
 All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3
 LSD(s) _____ Lot(s) _____ Block(s) _____ CU _____

5) **Construction Details: (check all that apply)**

Residential Interior Renovation (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____

Basement Development (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____

6) Scope of Work: (check all that apply)

- | | | | |
|-------------------------------|--------------------------|--------------------------------------|--------------------------|
| New construction | <input type="checkbox"/> | Demolition | <input type="checkbox"/> |
| Structural alterations | <input type="checkbox"/> | Changes to mechanical systems | <input type="checkbox"/> |
| Changes to electrical systems | <input type="checkbox"/> | New heating or ventilation equipment | <input type="checkbox"/> |
| New bedrooms being added * | <input type="checkbox"/> | | |

* may require updated Saskatchewan Health Authority Septic Permit approval

7) Declaration by 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 this application.

DATE: _____ APPLICANT SIGNATURE: _____

8) Declaration by Landowner

If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

I, _____ of _____

in the Province of _____, solemnly declare that I am aware of and support the application of _____ on my land(s).

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 this application.

DATE: _____ LANDOWNER SIGNATURE: _____