



## Dwelling &/or Dwelling Addition – Information Sheet

**Application Fee: \$125.00**

### Additional Applicable Fees:

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

Residential Building Permit **Greater of \$100 or \$5.50/1000 construction value**

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

### Application Requirements:

The following is required in order to make and process an application:

- 1) a completed **application form** and receipt of full payment of the **application fee**;
- 2) a scaled **site plan or Google Earth/Maps image or equivalent**, showing in detail the site proposed for development including the following:
  - north arrow;
  - boundaries of the parcel including approximate dimensions;
  - location and dimensions of existing and proposed buildings, structures and deck(s), including distances from the property boundaries and adjacent buildings or structures;
  - location of all existing and proposed utilities, easements or utility right-of-ways;
  - the location of all standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- 3) A copy of the **approved Saskatchewan Health Authority (SHA) sewage permit**. A sewage permit is required if proposed development includes installation of a new septic system or alteration to an existing septic system. New permits from SHA may be required to ensure the existing system is adequate prior to issuance of the building permit;
- 4) A dimensioned **Floor Plan** of all floors including the use of the room and the size, location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, washrooms and built-in furnishings;
- 5) **One (1) full set of construction plans. All drawings must be legible, dimensioned, drawn to scale and include:**
  - the landowner's name, project name and date the plans were issued for construction;
  - where required, an architect's or engineer's stamp; and
  - clearly show the location of existing and new construction.

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

**Rural Municipality of Corman Park No. 344**

111 Pinehouse Drive, Saskatoon SK S7K 5W1 Phone: (306) 242-9303 Fax: (306) 242-6965

Email: [rm344@rmcormanpark.ca](mailto:rm344@rmcormanpark.ca) Website: [www.rmcormanpark.ca](http://www.rmcormanpark.ca)

**One (1) full set of Construction Plans may include the following depending on the scope of development:**

- a) A **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
  - b) 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;
  - c) A **Cross Section Plan** providing cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapour protection and insulation;
  - d) An **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
  - e) If 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. **Mechanical Plans** may be required;
  - f) An **Electrical Plan** illustrating the type and location of lighting, switches and electrical panels;
  - g) **Energy Efficiency Compliance Forms** are required to be provided for all new construction, please submit the required Energy Compliance Form as found on both the R.M. website and MuniCode Services Ltd. website.
- 6) If a modular home is proposed, it requires the submission of a **Modular Home Worksheet, Site Plan and labeled Floor Plan** in place of full construction plans.
- 7) If development is proposed within a multi-parcel country residential subdivision, additional requirements may apply such as:
- Developer approval regarding architectural design;
  - Lot specific minimum building elevations or lot grading requirements;
  - Engineered design in conformance with geotechnical investigations;

Please contact the developer or the R.M. Planning Department prior to application to discuss potential requirements if development is proposed within a multi-parcel country residential subdivision.

**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* and *The Construction Codes 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 construction 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.

*Disclaimer:* The information provided is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



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

## Dwelling &/or Dwelling Addition Application Form

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

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

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

4) **Legal Description of Proposed Building Location:**  
All/Part of the \_\_\_\_\_ ¼, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ CU \_\_\_\_\_  
Civic Address (if applicable): \_\_\_\_\_

5) **Scope of Work** (Check all that apply to proposed construction):

**Dwelling:**

- |  |  |
|--|--|
| <input type="checkbox"/> New Build     | <input type="checkbox"/> Ready to Move (RTM)     |
| <input type="checkbox"/> Modular Home* | <input type="checkbox"/> Townhouse/Semi-Detached |
| <input type="checkbox"/> Garden Suite  | <input type="checkbox"/> Garage Suite            |

\*Modular Home Worksheet must be completed with the application; see last page of application package

**Basement**

- |  |   |
|--|---|
| <input type="checkbox"/> Leave Undeveloped | <input type="checkbox"/> Partial Construction |
| <input type="checkbox"/> Full Construction | <input type="checkbox"/> Crawlspace or slab   |

- Secondary Suite**
  - Deck(s)**
  - Attached Garage**
  - Other:** \_\_\_\_\_
- 
- 

6) **Building Details (if applicable):**

Number of Existing Bedrooms: \_\_\_\_\_ Number of Proposed Bedrooms: \_\_\_\_\_

Number of Existing Bathrooms: \_\_\_\_\_ Number of Proposed Bathrooms: \_\_\_\_\_

Total Building Area: \_\_\_\_\_ ft<sup>2</sup> Total Construction Value\*: \$ \_\_\_\_\_

*\*Construction Value includes the total cost of the completed project (design, materials and labour). The R.M. of Corman Park reserves the right to assign a construction value, as applicable.*

7) **Saskatchewan Health Authority (SHA) Septic Permit Number: #R** \_\_\_\_\_  
 (Please attach a copy of the SHA Septic Permit to this application, if applicable)

8) **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: \_\_\_\_\_

9) **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.

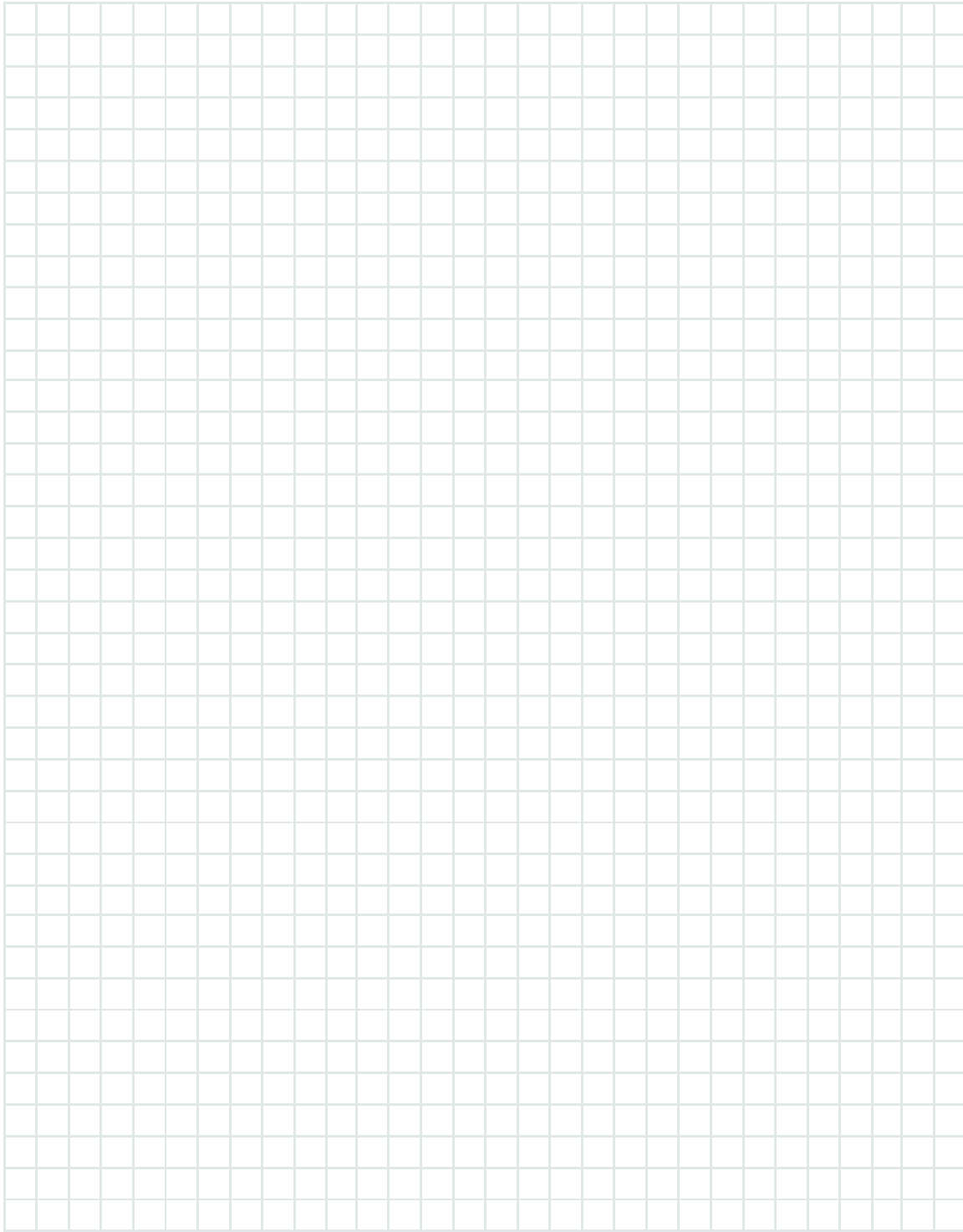
I, \_\_\_\_\_ of \_\_\_\_\_

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

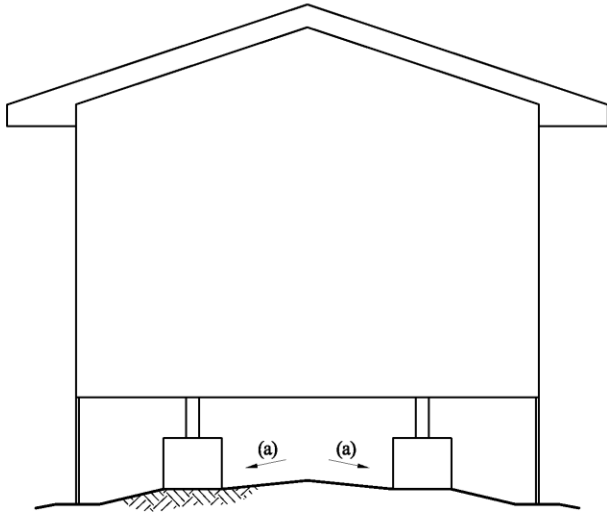
I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ LANDOWNER SIGNATURE: \_\_\_\_\_

# Site Plan



# MODULAR HOME WORKSHEET



**GRADING INFORMATION:**

- Minimum 2% Grading (a)
- Sand/Dirt/Gravel Topping
- Poly Ground Cover
- Gravel Sub-base

**MATERIAL INFORMATION:**

- Roof Material: \_\_\_\_\_
- Siding Material: \_\_\_\_\_
- Skirting:
- Ventilated       Insulated
- Skirting Material:
- Plywood/OSB     Vinyl     Metal

**ANCHORAGE:**

- Ground anchors installed 40'-0" apart
- If** ground anchors are not to be installed, then the following information is to be provided:
- Weight: \_\_\_\_\_
- Distance between floor beams: \_\_\_\_\_
- Height of pier: \_\_\_\_\_
- Width of pier: \_\_\_\_\_

**INFORMATION:**

The following is typically found on the inside of a kitchen cupboard or electrical panel.

- Year built: \_\_\_\_\_
- Manufacturer: \_\_\_\_\_
- Serial No.: \_\_\_\_\_
- CSA No.: \_\_\_\_\_
- Pier Spacing: \_\_\_\_\_
- Length: \_\_\_\_\_
- Width: \_\_\_\_\_

**FOUNDATION:**

- Type of Pier
- Railway Ties ( \_\_\_\_\_ x \_\_\_\_\_ )
  - Treated Timbers ( \_\_\_\_\_ x \_\_\_\_\_ )
  - Concrete Blocks
  - Wood Crib

Note:

- Piers cannot be higher than they are wide.
- Blocking is to be installed at the top of the pier on the exterior of the floor beams to prevent lateral movement.

Type of Footing (if required)

- Concrete Pad:  
Length \_\_\_\_\_ x Width \_\_\_\_\_ x Depth \_\_\_\_\_
- 3 Layers of Treated 2x6 Wood Crib:  
Length \_\_\_\_\_ x Width \_\_\_\_\_
- Concrete Piles:

Provide a design sealed by and architect or professional engineer licensed in Saskatchewan.

**INTERIOR LAYOUT:**

- Provide floor layout of mobile home labeling use of each room

Check all that apply:

Smoke Alarm:

- In each bedroom
- In bedroom corridor
- Electrically operated and interconnected
- Battery operated

Carbon Monoxide (CO) Alarm:

- In each bedroom
- Within 5m (16'-0") of each bedroom door, measured following corridors and doorways

Exhaust Fan:

- In each bathroom

**INTENDED RENOVATIONS (if any):**

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

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

