



## Commercial/Industrial Building Permit – Information Sheet

**Application Fee: \$215.00**

### Additional Applicable Fees:

The following fees may be applicable and must be paid upon request prior to release of your permits:

- Building Permit Fees: **Greater of \$100 or \$5.50/1000 construction value;**
- Agreement Fees (if applicable): **\$55.00 per registration;**

**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 professional 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 dimensions;
  - location, labeling and dimensions of existing and proposed buildings, structures, 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) **One (1) full set of construction plans (digitally provided is preferred, please send to [planning@rmcormanpark.ca](mailto:planning@rmcormanpark.ca)). 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 (licenced in Saskatchewan); 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.**

**One (1) full set of Construction Plans will 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) A **Floor Plan** identifying and labeling each room, and indicating all door, window, stair locations, and swing/opening; travel distance to exit locations, wall construction types, etc.
- e) 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.
- f) A **Mechanical plan** illustrating the location of all supply and return air ducting for heating and ventilation equipment;
- g) An **Electrical Plan** illustrating the type and location of lighting (making special note of emergency lighting), switches and electrical panels;
- h) **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.
- i) Any **Commitments for Field Review** as required.
- j) A **Building Code Analysis** as required, ensuring to note building area, storeys, streets, building classification, spatial separation designs, barrier-free access, etc.

**If a Geotechnical Investigation has been completed for the subject property or overall development, the plans provided are required to comply and reference the requirements within the Geotechnical Investigation.**

- 4) A **site-specific Grading and/or Drainage Plan** indicating the proposed development, preferably stamped by an engineer or surveyor. Additional requirements may apply upon review by the Municipal Engineer. Some Commercial and Industrial developments may have an overall drainage plan; the proposed site-specific grading or drainage plan is required to comply with the overall drainage plan.
- 5) If applicable, 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 SHA permits or equivalent may be required to ensure the existing system is adequate prior to issuance of the building permit;
- 6) A **Landscape and Parking Plan** in conformance with the applicable Zoning Bylaw regulations. The owner will be required to enter into a Landscape Agreement if not already established. If landscaping has already been established, this will be reviewed by the Development Officer and may require amendments or compliance.
- 7) If applicable, **Saskatoon Airport Authority (SKYXE), NavCanada and Transport Canada** approvals may be required if determined that the proposed development or ongoing use of a site is within the Saskatoon Airport Zoning Regulations. It is the applicant's responsibility to provide the supporting documents to Corman Park.

- 8) Additional regulatory approvals may be required like that of Ministry of Environment, Ministry of Highways or other regulatory bodies.

**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 fifteen (15) 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:	

## Commercial/Industrial Building Permit Application Form

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

- Please note that the Applicant is considered the Primary Contact

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

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

4) **Legal Description of Proposed Building Location:**  
All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ CU \_\_\_\_\_  
Civic Address (if applicable): \_\_\_\_\_

5) **Documents submitted at time of application:** (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Full Set of Construction Plans             | <input type="checkbox"/> SHA Septic Permit or Equivalent |
| <input type="checkbox"/> Emailed <input type="checkbox"/> Hard Copy | <input type="checkbox"/> SKYXE Approval                  |
| <input type="checkbox"/> Site-Specific Drainage Plan                | <input type="checkbox"/> NavCanada Approval              |
| <input type="checkbox"/> Building Code Analysis                     | <input type="checkbox"/> Transport Canada Approval       |
| <input type="checkbox"/> Commitments for Field Review               |  |
| <input type="checkbox"/> Other: _____                               |  |

\_\_\_\_\_



12) **Declaration by Applicant** (Required)

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: \_\_\_\_\_

13) **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: \_\_\_\_\_